

# Notice of Meeting



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Dear Elected Member

The next Ordinary meeting of the Shire of Ravensthorpe will be held on Tuesday, 15 September 2020, in Ravensthorpe Recreation Centre commencing at 6.00pm.

## **Schedule**

6.00pm                      Ordinary Council Meeting

A handwritten signature in blue ink, appearing to read 'G. Pollock'.

Gavin Pollock  
**Chief Executive Officer**

11 September 2020

## **DISCLAIMER**

No responsibility whatsoever is implied or accepted by the Shire of Ravensthorpe for any act, omission or statement or intimation occurring during Council or Committee meetings or during formal/informal conversations with staff. The Shire of Ravensthorpe disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings or discussions. Any person or legal entity that act or fails to act in reliance upon any statement does so at the person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Ravensthorpe during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Ravensthorpe. The Shire of Ravensthorpe warns that anyone who has an application lodged with the Shire of Ravensthorpe must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Ravensthorpe in respect of the application.

## **AGENDA**

Shire of Ravensthorpe  
Ordinary Council Meeting  
15 September 2020

## **MISSION STATEMENT**

*To Grow Our Community through the provision of leadership, services and infrastructure.*

# **DISCLAIMER**

## **INFORMATION FOR THE PUBLIC ATTENDING COUNCIL MEETINGS**

### **Please Note:**

The recommendations contained in this agenda are officers' recommendations only and should not be acted upon until Council has resolved to adopt those recommendations.

The resolutions of Council should be confirmed by perusing the minutes of the Council meeting at which these recommendations were considered.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Councils decision.

### **Meeting Procedures:**

1. All Council meetings are open to the public, except for matter raised by Council under "confidential items".
2. Members of the public may ask a question at an ordinary Council Meeting under "public question time".
3. Members of the public who are unfamiliar with meeting procedures are invited to seek advice at the meeting. If unsure about proceeding, just raise your hand when the presiding member announces public question time.
4. All other arrangements are in accordance with the Council's standing orders, policies and decision of the Shire of Ravensthorpe.

### **Council Meeting Information:**

Your Council generally handles all business at Ordinary or Special Council Meetings.

From time to time Council may form a Committee to examine subjects and then report back to Council.

Generally all meetings are open to the public; however, from time to time Council will be required to deal with personal, legal and other sensitive matters under "confidential items". On those occasions Council will generally close that part of the meeting to the public. Every endeavour will be made to do this as the last item of business of the meeting.

Public Question Time. It is a requirement of the *Local Government Act 1995* to allow at least fifteen (15) minutes for public question time following the opening and announcements at the beginning of the meeting. Should there be a series of questions the period can be extended at the discretion of the presiding member.

Written notice of each question should be given to the Chief Executive Officer fifteen (15) minutes prior to the commencement of the meeting. A summary of each question and the response is included in the meeting minutes.

When a question is not able to be answered at the Council Meeting a written answer will be provided after the necessary research has been carried out. Council staff will endeavour to provide the answers prior to the next ordinary meeting of Council.

Councillors may from time to time have a financial interest in a matter before Council. Councillors must declare an interest and the extent of the interest in the matter on the Agenda. However, the Councillor can request the meeting to declare the matter trivial, insignificant or in common with a significant number of electors or ratepayers. The Councillor must leave the meeting whilst the matter is discussed and cannot vote unless those present agree as above.

Members of staff, who have delegated authority from Council to act on certain matters, may from time to time have a financial interest in a matter on the Agenda. The member of staff must declare that interest and generally the presiding member of the meeting will advise the Officer if he/she is to leave the meeting.

Agendas, including an Information Bulletin, are delivered to Councillors within the requirements of the *Local Government Act 1995*, i.e. seventy-two (72) hours prior to the advertised commencement of the meeting. Whilst late items are generally not considered there is provision on the Agenda for items of an urgent nature to be considered.

Should an elector wish to have a matter placed on the Agenda the relevant information should be forwarded to the Chief Executive Officer in time to allow the matter to be fully researched by a Shire Officer. An Agenda item, including a recommendation, will then be submitted to Council for consideration. The Agenda closes the Friday week prior to the Council Meeting (i.e. ten (10) days prior to the meeting).

The Information Bulletin produced as part of the Agenda includes items of interest and information, which does not require a decision of Council.

Agendas for Ordinary Meetings are available at the Shire of Ravensthorpe Office and on the Shire website seventy-two (72) hours prior to the meeting and the public are invited to view a copy at the Shire Office.

Agenda items submitted to Council will include a recommendation for Council consideration. Electors should not interpret and/or act on the recommendations until after they have been considered by Council. Please note the Disclaimer in the Agenda (page 2).

Public Inspection of Unconfirmed Minutes (Regulation 13).

A copy of the unconfirmed Minutes of Ordinary and Special Meetings will be available for public inspection from the Shire of Ravensthorpe Office and the Shire of Ravensthorpe website within ten (10) working days after the Meeting.

A handwritten signature in blue ink, appearing to be 'G. Pollock', written in a cursive style.

**Gavin Pollock**  
**Chief Executive Officer**



## SHIRE OF RAVENSTHORPE - QUESTIONS FROM THE PUBLIC

Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Council Agenda Item Number: \_\_\_\_\_

*If applicable-see below\**

Name of Organisation Representing: \_\_\_\_\_

*If applicable*

### QUESTION

Each member of the public is entitled to ask up to 3 questions before other members of the public will be invited to ask their question. A total of 15 Minutes is allotted to Public Question Time at Council Meetings. If submitting questions to the Council, they are to relate to the Agenda Item tabled at that meeting.

**Please Note:** Members of the public must be in attendance at the Council Meeting to which they have submitted a question(s) for response. If this is not the case, the questions(s) will be treated as 'normal business correspondence' and the question / response will not appear in the Council Minutes.

**Please see Notes on Public Question Time on Pages 4 and 5 above**

\* **Council Meetings:** Questions are to relate to a matter affecting the Shire of Ravensthorpe.



## APPLICATION FOR LEAVE OF ABSENCE

(Pursuant to Section 2.25 of the *Local Government Act 1995* (as amended))

- (1) A council may, by resolution, grant leave of absence to a member.
- (2) Leave is not to be granted to a member in respect to more than 6 consecutive ordinary meetings of the Council without the approval of the Minister.
- (3) The granting of the leave is to be recorded in the minutes of the meeting.
- (4) A member who is absent without first obtaining leave of the Council throughout 3 consecutive ordinary meetings of the Council is disqualified from continuing his or her membership of the Council.
- (5) The non-attendance of a member at the time and place appointed for an ordinary meeting of the Council does not constitute absence from an ordinary meeting of Council –
  - (a) if no meeting of the Council at which a quorum is present is actually held on that day;  
or
  - (b) if the non-attendance occurs while –
    - (i) the member has ceased to act as a member after which written notice has been given to the member under Section 2.27 (3) and before written notice has been given to the member under Section 2.27 (5);
    - (ii) while proceedings in connection with the disqualification of the member have been commenced and are pending;  
or
    - (iii) while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending.

I, \_\_\_\_\_ hereby apply for Leave of Absence from the  
Ravensthorpe Shire Council from \_\_\_\_\_ to \_\_\_\_\_ for  
the purpose of \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

**NOTE: USE ONE FORM PER DECLARATION**

(1) I, \_\_\_\_\_ wish to declare an interest in the following item to be considered by council at its meeting to be held on

(2) \_\_\_\_\_

(3) Agenda item \_\_\_\_\_

(4) The type of interest I wish to declare is;

- Financial pursuant to Sections 5.60A of the *Local Government Act 1995*.
- Proximity pursuant to Section 5.60B of the *Local Government Act 1995*.
- Indirect Financial pursuant to Section 5.61 of the *Local Government Act 1995*.
- Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007.

(5) The nature of my interest is

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(6) The extent of my interest is

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that the above information will be recorded in the Minutes of the meeting and recorded by the Chief Executive Officer in an appropriate Register.

DECLARATION BY:

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

RECEIVED BY:

\_\_\_\_\_

Chief Executive Officer

\_\_\_\_\_

Date

- (1) Insert your name.
- (2) Insert the date of the Council Meeting at which the item is to be considered.
- (3) Insert the Agenda Item Number and Title.
- (4) Tick the box to indicate the type of interest.
- (5) Describe the nature of your interest.
- (6) Describe the extent of your interest (if seeking to participate in the matter under the s.5.68 of the Act).

## **DISCLOSURE OF FINANCIAL INTEREST, PROXIMITY INTEREST AND/OR INTEREST AFFECTING IMPARTIALITY**

### ***Financial pursuant to Sections 5.60A of the Local Government Act 1995***

#### **5.60A – Financial Interest**

For the purpose of this Subdivision, a person has a financial interest in a matter if it is reasonable to expect that the matter will if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

*[Section 5.60A inserted by No. 64 of 1998 s. 30; amended by No. 49 of 2004 s. 50.]*

### ***Proximity pursuant to Section 5.60B of the Local government Act 1995***

#### **5.60B – Proximity Interest**

- (1). For the purposes of this Subdivision, a person has a proximity interest in a matter if the matter concerns –
  - (a). a proposed change to a planning scheme affecting land that adjoins the person's land;
  - (b). a proposed change to zoning or use of land that adjoins that person's land; or
  - (c). a proposed development (as defined in section 5.63 (5)) of land that adjoins the person's land.
- (2). In this section, land ("**the proposal land**") adjoins a person's land if –
  - (a). the proposal land, not being a thoroughfare, has a common boundary with the person's land;
  - (b). the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or
  - (c). the proposal land is that part of a thoroughfare that has a common boundary with the person's land.
- (3). In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.

*[Section 5.60B inserted by No 64 of 1998 s. 30.]*

### ***Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995***

#### **5.61 – Indirect financial interest**

A reference in this Subdivision to an indirect financial interest of a person in a matter includes a reference to a financial relationship between that person and another person who requires a local government decision in relation to the matter.

### ***Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007***

#### **11 – Disclosure of interest**

- (1). In this regulation –

Interest means an interest that could, or could reasonably be perceived to; adversely affect the impartiality of the person having the interest arising from kinship friendship or membership of an association.
- (2). A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose nature of the interest –
  - (a). in a written notice given to the CEO before the meeting;
  - or
  - (b). at the meeting immediately before the matter is discussed.

- (3). Sub-regulation (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4). Sub-regulation (2) does not apply if –
  - (a). A person who is a council member fails to disclose an interest because the person did not know he or she has an interest in the matter; or
  - (b). A person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began.
- (5). If, under sub-regulation (2)(a), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then –
  - (a). Before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
  - (b). At the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure related is discussed.
- (6). If –
  - (a). Under sub-regulation (2)(b) or (4)(b) a person's interest in a matter is disclosed at a meeting; or
  - (b). Under sub-regulation (5) (b) notice of a person's interest in a matter is brought to the attention of the persons present at a meeting.

The nature of the interest is to be recorded in the minutes of the meeting.

***Describe the extent of your interest (If seeking to participate in the matter under the s.5.68 of the act)***

**5.68 – Councils and committees may allow members disclosing interests to participate etc. in meetings**

- (1). If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter
  - (a). may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and
  - (b). may allow , to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if –
    - (i) the disclosing member also discloses the extent of the interest; and
    - (ii) those members decide that the interest –
      - (I) is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or
      - (II) is common to a significant number of electors or ratepayers.
- (2). A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.
- (3). This sections does not prevent the disclosing member from discussing, or participating in the decision making process on, the question on whether an application should be made to the Minister under section 5.69.





## Shire of Ravensthorpe

### Notice of Ordinary Council Meetings

In accordance with the *Local Government Act 1995* and Administration Regulation 12 (I) it, is hereby notified that as from January 2020 to December 2020, Ordinary Council meetings of the Shire of Ravensthorpe will be held as follows:

<b>DATE</b>		<b>LOCATION</b>	<b>TIME</b>
January 2020	No meetings Scheduled		
18 February 2020	Council Meeting	Ravensthorpe Council Chambers	6pm
17 March 2020	Council Meeting	Munglinup Community Centre	6pm
21 April 2020	Council Meeting	Hopetoun Council Chambers	6pm
19 May 2020	Council Meeting	Ravensthorpe Council Chambers	6pm
16 June 2020	Council Meeting	Hopetoun Council Chambers	6pm
21 July 2020	Council Meeting	Ravensthorpe Council Chambers	6pm
18 August 2020	Council Meeting	Hopetoun Council Chambers	6pm
15 September 2020	Council Meeting	Ravensthorpe Council Chambers	6pm
20 October 2020	Council Meeting	Hopetoun Council Chambers	6pm
17 November 2020	Council Meeting	Ravensthorpe Council Chambers	6pm
15 December 2020	Council Meeting	Hopetoun Council Chambers	6pm

# SHIRE OF RAVENSTHORPE

Agenda for the Ordinary Meeting of Council to be held in the Ravensthorpe Recreation Centre on Tuesday 15 September 2020 – commencing at 6.00pm.

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**1. Declaration of Opening / Announcements of Visitors**

The Presiding Member to declare the meeting open.

**2. Attendance / Apologies / Approved Leave of Absence**

COUNCILLOR'S: Cr Keith Dunlop (Shire President)  
Cr Julianne Belli (Deputy Shire President)  
Cr Ian Goldfinch  
Cr Sue Leighton  
Cr Thomas Major  
Cr Mark Mudie  
Cr Graham Richardson

STAFF: Gavin Pollock (Chief Executive Officer)  
Les Mainwaring (Director Corporate and Community Services)  
Mark Ridgwell (Manager Governance and Compliance)  
Kim Bransby (Executive Assistant)

APOLOGIES: Melissa Pollock (Acting Director Technical Services)  
Graham Steel (Director Technical Services)

ON LEAVE OF ABSENCE:

ABSENT:

MEMBER OF THE PUBLIC:

**3. Announcements by the Presiding Member**

**4. Response to Previous Public Questions Taken on Notice**

**5. Public Question Time**

**6. Petitions / Deputations / Presentations / Submissions**

**7. Applications for Leave of Absence**

**8. Disclosures of Interest**

**9. Confirmation of Minutes of Previous Meetings**

**9.1 Ordinary Council Meeting Minutes 18 August 2020 (Attachment Grey)**

**Statutory Environment:**

Section 5.22 of the *Local Government Act* provides that minutes of all meeting to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

**Voting Requirements:**

Simple Majority

**Recommendation:**

**That the Minutes of the Ordinary Meeting of Council held in Council Chambers, Hopetoun on 18 August 2020 be confirmed as true and correct.**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

**9.2 Special Council Meeting Minutes 31 August 2020 (Attachment Green)**

**Statutory Environment:**

Section 5.22 of the *Local Government Act* provides that minutes of all meeting to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

**Voting Requirements:**

Simple Majority

**Recommendation:**

**That the Minutes of the Special Meeting of Council held in Ravensthorpe Recreation Centre on 31 August 2020 be confirmed as true and correct.**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

## **10. Reports of Committees of Council**

- Audit Committee Full Council
- Bushfire Advisory Committee Member - Cr Major  
Deputy - Cr Mudie
- CEO Performance Review Committee Member - President  
Member - Deputy President  
Member - Cr Mudie

## **11. Reports of Council Delegates on External Committees**

- Goldfields Voluntary Regional Organisation Of Councils (GVROC) Delegate - President  
Delegate - Cr Goldfinch  
Proxy - Deputy President
- Great Southern Regional Road Group Delegate - Cr Mudie  
Proxy - Cr Goldfinch
- Local Emergency Management Committee (LEMC) Delegate - President  
Proxy - Deputy President
- Development Assessment Panel (DAP) Delegate - Cr Belli  
Delegate - Cr Leighton  
Proxy - Cr Goldfinch  
Proxy - Cr Major
- Hopetoun Progress Association Delegate - Cr Richardson  
Proxy - Cr Goldfinch
- Ravensthorpe Progress Association Delegate - Cr Belli  
Proxy - Cr Mudie
- Munglilup Community Group Delegate - Cr Leighton  
Proxy - Cr Major
- Community Liaison Committees Delegate - President  
Delegate - Deputy President  
Proxy - CEO  
Proxy - DCCS
- Hopetoun Community Resource Centre Delegate - Cr Dunlop  
Proxy - Cr Richardson
- Ravensthorpe Community Resource Centre Delegate - Cr Belli  
Proxy - Cr Leighton
- South Coast WALGA Zone Delegate - President  
Proxy - Deputy President
- Fitzgerald River National Park Delegate - Cr Richardson  
Proxy - Cr Mudie

- Ravensthorpe Agricultural Initiative Network (RAIN) Delegate - Cr Major  
Proxy - Cr Mudie
- Fitzgerald Biosphere Community Collective Delegate - Cr Leighton  
Proxy - Cr Mudie
- Hopetoun Recreation Management (HDRA) Delegate - Cr Dunlop  
Proxy - Cr Goldfinch
- Ravensthorpe Historical Society Delegate - Cr Goldfinch  
Proxy - Cr Leighton

## **12. Reports from Councillors**

### **Cr Keith Dunlop (President)**

Cr Dunlop attended the Hopetoun Community Resource Centre meeting held on 20 July 2020.

### **Cr Julianne Belli (Deputy President)**

Cr Belli attended the Ravensthorpe Community Resource Centre meeting held on 17 August 2020.

### **Cr Ian Goldfinch**

### **Cr Sue Leighton**

### **Cr Thomas Major**

### **Cr Mark Mudie**

### **Cr Graham Richardson**

## **13 Office of the Chief Executive Officer**

### **13.1 Deed of Variation - Ravensthorpe Hopetoun Future Fund**

<b>File Reference:</b>	<b>GS.AP.9</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>Ravensthorpe Hopetoun Future Fund</b>
<b>Author:</b>	<b>Manager Governance and Compliance</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>8 September 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Deed of Variation Ravensthorpe Hopetoun Future Fund (Attachment Brown) Combined Original Ravensthorpe Hopetoun Future Fund Deed that includes amendments (Attachment Black)</b>
<b>Previous Reference:</b>	<b>Item 10.4.1 – 16 August 2018 Ordinary Council Meeting</b>

#### **Summary:**

This report recommends Council consider adopting the Deed of Variation attributed to the Ravensthorpe Hopetoun Future Fund in order to assist the Board in undertaking its governance functions.

#### **Background:**

At the request of the Ravensthorpe Hopetoun Future Fund Board and endorsed at Council at its meeting of 16 August 2018, variations were sought for the Future Fund Deed. The changes are summarised below;

- Removed reference to the “Shire of Ravensthorpe” and replaced with the “Local government of the district”, this is to reflect changes to legislation that now requires referencing to local governments rather than Shire’s/Town’s/City’s.
- Amended Clause 4.4 – Trustee May Accumulate Income – to include the words “*so long as the Trustee uses its best endeavours to ensure that, as far as practicable*”, the proportion of the Specified Income accumulated in any Accounting Period does not exceed 20%. Whilst this still remains the objective, markets can fluctuate and a larger unexpected return may occur.
- Inclusion of ability to pay a member of the Board:  
(1) reasonable costs or expenses incurred by the Board member in attending a meeting of the Board; and  
(2) a reasonable meeting attendance fee or allowance.
- The Shire President and Chief Executive Officer positions are to be made ‘*Ex Officio*’, meaning appointments are made to the position, not person. Therefore a person acting in the role can fulfil the duties on behalf of their respective positions.
- Include a new Clause 9.4A that clarifies the terms of office for all positions on the Board.
- Clause 9.9 is amended to reflect the quorum of the Board does not require attendance by all Board Members, which was previously a particularly onerous and impractical clause.
- Clause 11 enhanced as it relates to Conflicts of Interest by the Trustee and the Board.

Because the Deed of Variation includes amendments to clause 4.4 of the Trust Deed, the Deed of Variation could not be executed by the Shire until the amendments had been consented to by the Commissioner of Taxation for the purposes of the *Income Tax Assessment Act 1997*.

The Chairman of the Board wrote to the Commissioner for Taxation seeking consent to the proposed amendments to clause 4.4 of the Trust Deed. On the 7 August 2020 the Deputy Commissioner for Taxation confirmed that the proposed amendments to the Deed (as per the draft Deed of Variation) will not affect the endorsement of status of the Trust as an income tax exempt charity.

**Comment:**

After the Shire has executed the Deed of Variation, it is then required (under clause 13(b)(5) of the Trust Deed) to notify the Commissioner for Taxation that the amendments have been adopted, after which the changes will take effect.

**Consultation:**

Elected Members.  
 Executive Team.  
 Australian Taxation Office.  
 Ravensthorpe Hopetoun Future Fund Board.

**Statutory Environment:**

*Income Tax Assessment Act 1997.*

**Policy Implications:**

Council Policy “G21 Support to the Ravensthorpe Hopetoun Future Fund Board” stipulates that in accordance with the Trust Deed, the Shire of Ravensthorpe, must provide free of charge to the Trust support and services, including the funding of costs and expenses associated with that support and services, required by the Trust and the Board to administer the Trust Fund, including specifically:

*“Any taxation administration necessary to have the Trust endorsed as exempt from income tax under Division 50 of the ITAA97, and thereafter to ensure the Trust remains compliant with all taxation laws, including income tax and GST.”*

**Financial Implications:**

There are no financial implications associated with this report.

**Strategic Implications:**

There are no strategic implications associated with this report.

**Sustainability Implications:**

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant social considerations.

**Risk Implications:**

Risk	Medium (5)
Risk Likelihood (based on history and with existing controls)	Medium (5)
Risk Impact / Consequence	Medium (5)
Risk Rating (Prior to Treatment or Control)	Medium (5)
Principal Risk Theme	Medium (5)
Risk Action Plan (Controls or Treatment Proposed)	Medium (5)



**Risk Matrix:**

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 5 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

Absolute Majority.

**Recommendation:**

**That Council:**

1. **Endorses the Deed of Variation to the Ravensthorpe Hopetoun Future Fund Deed as detailed in Attachment Orange;**
2. **Authorises the Shire President and Chief Executive Officer to affix the Common Seal to the Executed Deed of Variation; and**
3. **Notes that Chief Executive Officer will notify the Commissioner for Taxation of the Executed Deed.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

## **14. Directorate of Corporate and Community Services**

### **14.1 Monthly Financial Report – 31 August 2020**

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Senior Finance Officer</b>
<b>Authorising Officer:</b>	<b>Director Corporate and Community Services</b>
<b>Date:</b>	<b>10 September 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Monthly Financial Reports for August 2020 (Attachment Yellow)</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

In accordance with the *Local Government Financial Management Regulations (1996)*, Regulation 34, a local government is to prepare a monthly Statement of Financial Activity for approval by Council.

#### **Background:**

Council is requested to review the August 2020 Monthly Financial Reports.

#### **Comment:**

The August 2020 Monthly Financial Reports are presented for review.

#### **Consultation:**

Chief Executive Officer.

#### **Statutory Environment:**

Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1996* apply.

#### **Policy Implications:**

Nil.

#### **Financial Implications:**

All expenditure has been approved via adoption of the 2019/20 Annual Budget, or resulting from a Council Motion for a budget amendment.

#### **Strategic Implications:**

Strategic Community Plan 2014 – 2024

Theme 4 – Civic Leadership: 4.2 High quality corporate governance, accountability & compliance.

#### **Sustainability Implications:**

- **Environmental:** Not applicable to this specific recurring report.
- **Economic:** Not applicable to this specific recurring report.
- **Social:** Not applicable to this specific recurring report.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

**Risk Matrix:**

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

Simple Majority.

**Recommendation:**

**That Council receive the 31 August 2020 Monthly Financial Reports as presented.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

## 14.2 Schedule of Account Payments – August 2020

**File Reference:** GR.ME.8  
**Location:** Shire of Ravensthorpe  
**Applicant:** Shire of Ravensthorpe  
**Author:** Finance Officer  
**Authorising Officer:** Director Corporate and Community Services  
**Date:** 08 September 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Schedule of Payments to 31 August 2020  
 Credit Card Transactions to 3 August 2020  
 Creditors List of Accounts Paid August 2020  
 (Attachment Red)  
**Previous Reference:** Nil

### Summary:

This item presents the schedule of payments for Council approval in accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*.

### Background:

Period 01/08/2020 to 31/08/2020

#### 2020/2021

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	32,246	1,089,988	72,966	5,765	0	1,200,963	256,870
Aug	24,281	361,337	159,976	7,275	0	553,410	247,790
Sep							
Oct							
Nov							
Dec							
Jan							
Feb							
Mar							
Apr							
May							
Jun							
<b>Total</b>	<b>56,527</b>	<b>1,451,325</b>	<b>232,941</b>	<b>13,040</b>	<b>0</b>	<b>1,754,373</b>	<b>504,660</b>
<b>19/20</b>	<b>197,977</b>	<b>8,450,678</b>	<b>997,212</b>	<b>102,791</b>	<b>6,319</b>	<b>9,754,977</b>	<b>3,174,082</b>
<b>18/19</b>	<b>147,967</b>	<b>21,298,438</b>	<b>1,329,904</b>	<b>70,241</b>	<b>13,590</b>	<b>22,860,140</b>	<b>2,219,053</b>
<b>17/18</b>	<b>327,905</b>	<b>18,507,404</b>	<b>209,587</b>	<b>65,010</b>	<b>317,445</b>	<b>19,427,351</b>	<b>2,601,283</b>

### Comment:

This schedule of accounts as presented, submitted to each member of the Council, has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices computation, and costing's and the amounts shown have been paid.

### Consultation:

Senior Finance Officer.

### Statutory Environment:

Regulation 13 (1) – (3) of the *Local Government (Financial Management) Regulations*

**Policy Implications:**

Nil.

**Financial Implications:**

This item address Council’s expenditure from Trust and Municipal funds which have been paid under delegated authority.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

- **Environmental:** Not applicable to this specific recurring report.
- **Economic:** Not applicable to this specific recurring report.
- **Social:** Not applicable to this specific recurring report.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

**Risk Matrix:**

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

Simple Majority.

**Recommendation:**

**That Council endorse:**

**Pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, the payment of accounts for the month of August 2020 be noted.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

## **15. Directorate of Technical Services**

### **15.1 Shire of Ravensthorpe 2020 Local Planning Policy Review**

<b>File Reference:</b>	<b>CM.PO.1</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Manager Governance and Compliance</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>3 September 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Draft 2020 Local Planning Policies (Attachment Orange)</b>
<b>Previous Reference:</b>	<b>Item 10.2.1 – Ordinary Council Meeting – 20 December 2018</b>

#### **Summary:**

This report recommends Council consider and endorse the review of the Shire of Ravensthorpe 2020 Local Planning Policies. The objectives of the review are to:

- Ensure the Shire has compliant policies and are aligned to current legislation;
- Remove obsolete policies and consolidate others where possible; and
- Improve operational efficiency by ensuring decision making is scalable to Council's own decision making tolerances.

#### **Background:**

Under the Chief Executive Officers initiative to enhance good governance the Shire has been undertaking an organisational review of all governance related matters in liaison with Elected Members.

At the Ordinary Council Meetings in both July and August 2020 the Council reviewed and adopted its Council Policy Manual. The Council is now asked to consider the review of Local Planning Policies as they apply under the Local Planning Scheme No 6.

The changes amendments are summarised below;

<b>Policy No &amp; Title</b>	<b>Summary of Amendments</b>
<b>LPP1 Sportsfields – Advertising Signs;</b>	No amendments proposed.
<b>LPP2 Advertising Signs;</b>	No amendments proposed.
<b>LPP3 Outbuildings;</b>	Deleted Clause;  “In the Rural Residential zone a written undertaking is provided to build a house within 2 years of the outbuilding building permit being issued together with a bond of \$5000. The bond is fully refundable upon substantial commencement of the house on the same property.”  Whilst supported as a good planning outcome it is unenforceable for a building permit for an outbuilding where there is not a related building permit for a house, therefore a bond cannot be applied.  Minor modifications to Table 1 Outbuilding Requirements allowing for rear setbacks to be 10 metres, rather than an original 20 metre requirement.

<b>LPP4 Housing;</b>	No amendments proposed.
<b>LPP5 Industrial Design Guidelines</b>	No amendments proposed.
<b>LPP6 Extractive Industry;</b>	No amendments proposed.
<b>LPP7 Public Open Space – 3-5 Lot Subdivision;</b>	No amendments proposed.
<b>LPP8 Alfresco Dining &amp; Trading in Public Places;</b>	No amendments proposed.
<b>LPP9 Farm Forestry.</b>	No amendments proposed.
<b>LPP10 Holiday Houses; and</b>	<p>Added two additional clauses to mitigate fire risks.</p> <p>b) Where development is proposed to be located within a bushfire prone area a Bushfire Attack Level Assessment must be prepared and lodged with a development application unless the development is subject to the BAL Contour Plan over Ravensthorpe and Hopetoun Townsites and a template for lodging Bushfire Management Plans as referenced in LPP11-Development in Bushfire Prone Areas.</p> <p>c. Where a Bushfire Attack Level Assessment of BAL-40 and BAL-Flame Zone applies and the rating cannot be reduced it is considered inappropriate for a Holiday Home land use and an application for development approval will be refused.</p>
<b>LPP11 Development in Bushfire Prone Areas.</b>	Amendment that Bushfire Attack Level (BAL) Contours will be reviewed annually to being reviewed as required.

Note: Changes are detailed in blue within the attachment and strikethroughs indicate deletions.

It is to be noted that the Shire of Ravensthorpe is currently progressing a complex amendment to the Shire of Ravensthorpe Local Planning Scheme No. 6, referred to as Amendment No. 3. This scheme amendment will result in further changes to the Shire of Ravensthorpe Planning Policies, however these are likely to not be considered by Council until early 2021.

Scheme Amendment 3 has been prepared by the Shire of Ravensthorpe for the purposes of:

1. Inserting new reserve classifications and associate provision and map modifications;
2. Amending the Scheme map to reflect accurate reservations for Shire managed reserves;
3. Inserting the 'Commercial' zone and associated provisions;
4. Removing the 'Rural Townsite' zone and associated provisions;
5. Reviewing land use permissibility's within Clause 3.2;
6. Inserting 'Commercial Vehicle Parking' into the zoning table and amend associated provisions;
7. Amending the Scheme in relation to additional dwellings on farms;
8. Inserting provisions relating to 'Outbuildings';



9. Combining the vegetation protection provisions for rural residential and rural smallholdings as new clause and inserting reference to the Proteaceae Dominated Kwongkan Shrubland;
10. Amending the Scheme to delete duplications with the matters to be considered in the Deemed Provisions;
11. Amend exemption to Clause 61.(1) to include all fences in accordance with an adopted Fencing Local Law;
12. Inserting provisions for parking separated from development and arbitration clauses for cash in lieu of parking spaces;
13. Amending the Scheme by replacing the current 'SCA1 – Infrastructure (Water Supply Protection Area)' within Table 12 and amending the Scheme map accordingly; and
14. Updating numbering throughout the Scheme where required.

Submissions on the planning scheme amendment are currently out for public comment with submissions due by 10 November 2020.

**Comment:**

A Local Planning Policy does not bind Council in its decision making, however, the Shire of Ravensthorpe and Council shall have due regard to the provisions of an applicable policy and the objectives which the policy is designed to achieve before making its determination on a planning matter.

The policies included in this Local Planning Policy Manual shall be read in conjunction with the requirements of the Shire of Ravensthorpe Local Planning Scheme No.6 and the Shire of Ravensthorpe Local Planning Strategy.

Given Council's recent adoption of the broader Shire of Ravensthorpe Policy Manual and that the last planning policy review was undertaken in December 2018, it is considered appropriate to undertake this review now, and will remain current until such time as submissions related to Scheme Amendment No. 3 are considered by Council, and ultimately varied as a result of the Scheme Amendment.

**Consultation:**

Shire of Esperance (Contractor for Planning Services).  
Elected Members.  
Executive Team.

As these policies are being amended under Clause 5 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2) the policy will be advertised not less than 21 days before being brought back to Council for adoption with or without modification in light of any submissions received.

As LPP3 Outbuildings amended a deemed-to-comply provision of the R-Codes it requires the approval of the Western Australian Planning Commission under Clause 7.3.2 of State Planning Policy 7.3 Residential Design Codes Volume 1.

**Statutory Environment:**

Clause 4 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2) gives the local government the ability to "prepare a Local Planning Policy in respect of any matter related to the planning and development of the Scheme area so as to apply –

- Generally or for a particular class or classes of matters; and
- Throughout the Scheme Area or in one or more parts of the Scheme area.

**Policy Implications:**

Refer to above summary.

**Financial Implications:**

There are no Financial Implications.

**Strategic Implications:**

There are no Strategic Implications.

**Sustainability Implications:**

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant social considerations.

**Risk Implications:**

Risk	Low (3)
Risk Likelihood (based on history and with existing controls)	Low (3)
Risk Impact / Consequence	Low (3)
Risk Rating (Prior to Treatment or Control)	Low (3)
Principal Risk Theme	Low (3)
Risk Action Plan (Controls or Treatment Proposed)	Low (3)

**Risk Matrix:**

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 3 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

Simple Majority.

**Recommendation:**

**That Council by a Simple Majority decision:**

**1. Reconfirm the following policies as detailed in the attachments:**

- **LPP1 Sportsfields – Advertising Signs;**
- **LPP2 Advertising Signs;**
- **LPP4 Housing;**
- **LPP5 Industrial Design Guidelines;**
- **LPP6 Extractive Industry;**
- **LPP7 Public Open Space – 3-5 Lot Subdivision;**
- **LPP8 Alfresco Dining & Trading in Public Places; and**
- **LPP9 Farm Forestry.**

**2. Amend the following policies in accordance with Clause 4 of the Deemed Provisions and as detailed in the attachments and undertake Local Public Notice:**

- **LPP3 Outbuildings;**
- **LPP10 Holiday Houses; and**
- **LPP11 Development in Bushfire Prone Areas.**

**3. Refer LPP3 Outbuildings to the Western Australian Planning Commission under Clause 7.3.2 of State Planning Policy 7.3 Residential Design Codes Volume 1.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

## 15.2 Development Application – Lot 305 (33) Buckie Street, Hopetoun – Outbuilding (Shed)

**File Reference:** P20-29  
**Location:** Lot 305 (33) Buckie Street, Hopetoun  
**Applicant:** Raymond John & Raelene Joy Stocker  
**Author:** Planning Services  
**Authorising Officer:** Chief Executive Officer  
**Date:** 11 September 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Plans (Attachment Pink)  
**Previous Reference:** N/A

### Summary:

For Council to consider Development Application P20-29 for an Outbuilding (Shed) at Lot 305 (33) Buckie Street, Hopetoun.

### Background:

Shire of Ravensthorpe received Development Application P20-29 for an Outbuilding (Shed) at Lot 305 (33) Buckie Street, Hopetoun on 28 July 2020.

The application was advertised to adjoining landowners between 3 August 2020 and 17 August 2020 with no comments or objections being received.

As per the provisions of Local Planning Policy: Outbuildings, as a variation is proposed to the provisions of Local Planning Policy: Outbuildings the application is to be determined by Council.

### Comment:

Lot 305 (33) Buckie Street, Hopetoun is zoned Residential R10/20 with a lot size of 809 square metres. The property is currently developed as a Single Dwelling.

The proposal calls for an Outbuilding (Shed) with dimensions 7.8 by 8 metres for a total size of 62.8 square metres, a wall height of 3.16 metres and a ridge height of 3.84 metres located one metre from both the side and rear boundaries.

Variations are proposed the maximum site area for Outbuildings (with 60 square metres being the permitted maximum, and 62.8 metres being proposed), and to the maximum wall height (with 3.0 metres being the permitted maximum, and 3.16 metres being proposed).

The applicant has indicated that the height variation is required to permit parking of a caravan in the proposed Outbuilding.

As per the provisions of Local Planning Policy: Outbuildings, Council is to have regard for matters such as;

1. The visibility of the proposed outbuilding(s) as viewed from a street, public space or neighbouring property;
2. The need for removal of any native vegetation or major trees;
3. Comments from affected neighbours/landowners;
4. Preservation of useable on site open space areas;
5. The ability for the outbuilding(s) to be screened by existing or proposed landscaping;
6. Whether support for the application will set an undesirable precedent for similar sized surrounding lots;
7. The impact of the development on streetscape and the character of the area;
8. The objectives of the zone;

9. All relevant general matters as set out in Clause 67 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2); and
10. Any other matter considered relevant by the Council.

In regards to these criteria, Planning Officers advise the following:

1. While the Outbuilding will be visible from the street from certain angles, the size of the Outbuilding will not be detrimental to the visual amenity in the locality or to adjoining landowners;
2. The site is predominantly cleared and as such there is negligible need/requirement to remove native vegetation or major trees;
3. The adjoining landowners declined to provide comment as a result of neighbour referral letters;
4. There will still be sufficient open space to comply with *Residential Design Codes* criteria for provision of open space on a Residential zoned properties;
5. The proposed setbacks mean that it may be possible to use vegetation to screen the Outbuilding from view;
6. The Outbuilding does not set an undesirable precedent;
7. The impact from the proposed Outbuilding on the streetscape and surrounding area will be similar to an Outbuilding of maximum compliant size due to the small scale of the proposed variations;
8. The proposed Outbuilding is compliant with the objectives of the Residential zone; and
9. The proposal is either compliant or proposes only a minor variation from the general matters set out in Clause 67 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015.

As the proposal is for a minor variation, with minimal impact on adjoining properties and the general locality, and the applicant has provided an acceptable justification, it is the position of Planning Officers that the proposal should be approved subject to conditions.

**Consultation:**

The application was publicly advertised between 3 August 2020 and 17 August 2020 with no comments or objections being received.

*Response to Applicants Justification:*

The applicant has provided a letter explaining that the size variations for the Outbuilding are the result of storing a large caravan. This justification is seen as acceptable by Planning Officers.

Planning Officers also wish to mention that they have seen an increase in demand for larger outbuildings as a result of residents of Western Australia purchasing large caravans, mobile homes and boats. As such Council may wish to explore the possibility of increasing size limitations for Outbuildings in the Residential zone.

**Statutory Environment:**

Local Planning Scheme No. 6.

The applicant has a right of review to the State Administrative Tribunal if aggrieved by any planning decision.

It should also be noted that pursuant to Section 211(1) of the *Planning and Development Act 2005*, a person aggrieved by the failure of a local government to enforce or implement effectively the observance of a local planning scheme may make representation to the Minister. If the Minister considers it appropriate to do so, representation may be referred to the State Administrative Tribunal for its report and recommendation. Following subsequent actions and recommendation by the SAT the Minister may order the local government to do all things

considered necessary for enforcing the observance of the Scheme or any provisions of the Scheme.

**Policy Implications:**

None.

**Financial Implications:**

Application fees totalling \$147.00 were received as part of this application.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant social considerations.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

**Risk Matrix:**

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

Simple Majority.

**Recommendation:**

**That Development Application P20-29 for an Outbuilding (Shed) at Lot 305 (33) Buckie Street, Hopetoun be approved subject to the following conditions:**

1. **Development shall be carried out in full and fully implemented in accordance with the approved plans and details submitted with the planning application.**
2. **During construction stage, adjoining lots are not to be disturbed without the prior written consent of the affected owner(s).**
3. **The approved outbuilding(s) shall be used for purposes incidental and ancillary to the enjoyment of the dwelling on the land only, and shall not be used for human habitation, commercial or industrial uses without the express written permission of the Shire of Ravensthorpe.**
4. **All stormwater and drainage run off from all roofed and impervious areas is to be retained on-site to the satisfaction of the Shire of Ravensthorpe.**
5. **The provision of all services, including augmentation of existing services, necessary as a consequence of any proposed development shall be at the cost of the developer and at no cost to the Shire of Ravensthorpe.**
6. **The development hereby approved must not create community safety concerns, or otherwise adversely affect the amenity of the subject locality by reason of (or the appearance or emission of) smoke, fumes, noise, vibration, odour, vapour, dust, waste water, waste products or other pollutants.**
7. **The works involved in the implementation of the development must not cause sand drift and/or dust nuisance. In the event that the Shire of Ravensthorpe is aware of, or is made aware of, the existence of a dust problem, measures such as installation of sprinklers, use of water tanks, mulching, or other land management systems as appropriate may be required to be installed or implemented to prevent or control dust nuisance, and such measures shall be installed or implemented within the time and manner directed by the Shire of Ravensthorpe.**
8. **All fencing shall be in accordance with Shire of Ravensthorpe Local Planning Policy: Fencing.**
9. **The proposed operations, during and after construction, are required to comply with the *Environmental Protection (Noise) Regulations 1997*.**

And the following advice notes:

1. **THIS IS NOT A BUILDING PERMIT. An application for a building permit is required to be submitted and approved by the Shire of Ravensthorpe prior to any works commencing on-site.**
2. **The development is to comply with the Building Code of Australia, *Building Act 2011*, *Building Regulations 2012* and the *Local Government Act 1995*.**
3. **It is the responsibility of the developer to search the title of the property to ascertain the presence of any easements and/or restrictive covenants that may apply.**
4. **It is the responsibility of the applicant to ensure that building setbacks correspond with the legal description of the land. This may necessitate re-surveying and re-pegging the site. The Shire of Ravensthorpe will take no responsibility for incorrectly located buildings.**
5. **The Shire of Ravensthorpe strongly recommends that the vehicle parking, manoeuvring and circulation areas be suitably constructed, sealed (asphalt, concrete or brick pavers), drained and thereafter maintained to facilitate access to the property and Outbuilding (Shed).**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

**16. Elected Members Motions of Which Previous Notice Has Been Given**

**17. New Business or Urgent Business Introduced by Decision of the Meeting**

New business of an urgent nature introduced by decision of the meeting. Best practice provides that Council should only consider items that have been included on the Agenda (to allow ample time for Councillors to research prior to the meeting) and which have an Officer Report (to provide the background to the issue and a recommended decision).

**17.1 Elected Members**

**17.2 Officers**

**18. Matters Behind Closed Doors**

**Recommendation:**

In accordance with section 5.23 (2) of the *Local Government Act 1995*, the meeting closed to members of the public for this item as the following subsection applies:

- e) a matter that if declared, would reveal –
  - i) a trade secret
  - ii) information that has a commercial value to a person
  - iii) information about the business, professional, commercial, financial affairs of a person.

**Voting Requirements:**

Simple Majority.

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_



**18.1 Confidential Report – South Western Mining Sector – Socio Economic Impact Assessment Report**

**File Reference:** ED.ID.3, ED.ID.4, EM.EP.1  
**Location:** N/A  
**Applicant:** N/A  
**Author:** Manager Governance and Compliance  
**Authorising Officer:** Chief Executive Officer  
**Date:** 4 September 2020  
**Disclosure of Interest:** Nil  
**Attachments:** South Western Mining Sector – Socio Economic Impact Assessment Report (Attachment Blue)  
**Previous Reference:** Nil

Once the above matter is considered by Council it must then resolve to re-open the meeting.

**Recommendation:**

**That Council move out from behind closed doors and the meeting be declared reopened to the public.**

**Voting Requirements:**

Simple Majority.

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

**19. Closure of Meeting**

The Presiding Member to declare the meeting closed.



# **ATTACHMENTS**

**Ordinary Council Meeting**

**Tuesday**

**15 September 2020**

**6.00pm**

**Ravensthorpe Recreation Centre**

# ATTACHMENT



# **MINUTES**

**Ordinary Council Meeting**

**Tuesday, 18 August 2020**

**Commencing at 6.00pm**

**Council Chambers  
Hopetoun**

Unconfirmed

# SHIRE OF RAVENSTHORPE

Minutes for the Ordinary Meeting of Council held in the Council Chambers, Hopetoun on Tuesday, 18 August 2020 – commencing at 6.00pm.

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**1. Declaration of Opening / Announcements of Visitors**

The Presiding Member declared the meeting open at 6.03pm.

**2. Attendance / Apologies / Approved Leave of Absence**

COUNCILLOR'S: Cr Keith Dunlop (Shire President)  
Cr Julianne Belli (Deputy Shire President)  
Cr Ian Goldfinch  
Cr Sue Leighton  
Cr Thomas Major  
Cr Mark Mudie  
Cr Graham Richardson

STAFF: Gavin Pollock (Chief Executive Officer)  
Les Mainwaring (Director Corporate and Community Services)  
Graham Steel (Director Technical Services)  
Mark Ridgwell (Senior Governance and Policy Officer)  
Kim Bransby (Executive Assistant)

APOLOGIES: Nil.

ON LEAVE OF ABSENCE: Nil.

ABSENT: Nil.

MEMBER OF THE PUBLIC: Nil.

**3. Announcements by the Presiding Member**

Nil.

**4. Response to Previous Public Questions Taken on Notice**

Nil.

**5. Public Question Time**

Nil.

**6. Petitions / Deputations / Presentations / Submissions**

Nil.

**7. Applications for Leave of Absence**

Request for leave of absence from Shire President Cr Keith Dunlop from 19 August 2020 to 24 August 2020.

**Moved: Cr Major**

**Seconded: Cr Belli**

**Res: 92/20**

**Decision:**

**That the Council approve the Shire President Cr Dunlop’s application for leave of absence from the Ravensthorpe Shire Council from 19 August 2020 to 24 August 2020.**

**Voting Requirements: Simple Majority**

**Carried: 7/0**

**8. Disclosures of Interest**

Nil.

**9. Confirmation of Minutes of Previous Meetings**

**9.1 Ordinary Council Meeting Minutes 21 July 2020 (Attachment Green)**

**Statutory Environment:**

Section 5.22 of the *Local Government Act 1995* provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

**Moved: Cr Mudie**

**Seconded: Cr Belli**

**Res: 93/20**

**Decision:**

**That the Minutes of the Ordinary Meeting of Council held in Council Chambers, Ravensthorpe on 21 July 2020 be confirmed as true and correct, subject to two amendments.**

- 1. Item 12 – Cr Mark Murdie’s Report – A sentence be added to the end of the paragraph to read: “It was confirmed that this was not the position of the Shire.”**
- 2. Item 15.1 – Moved by Cr Mark Mudie and Seconded by Cr Tom Major.**

**Voting Requirements: Simple Majority**

**Carried: 7/0**

**9.2 Special Council Meeting Minutes 4 August 2020 (Attachment Grey)**

**Statutory Environment:**

Section 5.22 of the *Local Government Act 1995* provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

**Moved: Cr Goldfinch**

**Seconded: Cr Mudie**

**Res: 94/20**

**Decision:**

**That the Minutes of the Special Meeting of Council held in Council Chambers, Ravensthorpe on 4 August 2020 be confirmed as true and correct.**

**Voting Requirements: Simple Majority**

**Carried: 7/0**



## **10. Reports of Committees of Council**

- Audit Committee Full Council
- Bushfire Advisory Committee Member - Cr Major  
Deputy - Cr Mudie
- CEO Performance Review Committee Member - President  
Member - Deputy President  
Member - Cr Mudie

## **11. Reports of Council Delegates on External Committees**

- Goldfields Voluntary Regional Organisation Of Councils (GVROC) Delegate - President  
Delegate - Cr Goldfinch  
Proxy - Deputy President
- Great Southern Regional Road Group Delegate - Cr Mudie  
Proxy - Cr Goldfinch
- Local Emergency Management Committee (LEMC) Delegate - President  
Proxy - Deputy President
- Development Assessment Panel (DAP) Delegate - Cr Belli  
Delegate - Vacant  
Proxy - Cr Goldfinch  
Proxy - Cr Major
- Hopetoun Progress Association Delegate - Cr Richardson  
Proxy - Cr Goldfinch
- Ravensthorpe Progress Association Delegate - Vacant  
Proxy – Cr Belli
- Munglinup Community Group Delegate - Vacant  
Proxy - Cr Major
- Community Liaison Committees Delegate - President  
Delegate - Deputy President  
Proxy - CEO  
Proxy - DCCS
- Hopetoun Community Resource Centre Delegate - Cr Dunlop  
Proxy - Cr Richardson
- Ravensthorpe Community Resource Centre Delegate - Cr Belli  
Proxy - Vacant
- South Coast WALGA Zone Delegate - President  
Proxy - Deputy President
- Fitzgerald River National Park Delegate - Cr Richardson  
Proxy - Cr Mudie

- Ravensthorpe Agricultural Initiative Network (RAIN) Delegate - Cr Major  
Proxy - Cr Mudie
- Fitzgerald Biosphere Implementation Group Delegate - Cr Richardson  
Proxy - Cr Mudie
- Hopetoun Recreation Management (HDRA) Delegate - Cr Dunlop  
Proxy - Cr Goldfinch
- Ravensthorpe Historical Society Delegate - Cr Goldfinch  
Proxy - Vacant

## **12. Reports from Councillors**

### **Cr Keith Dunlop (President)**

### **Cr Julianne Belli (Deputy President)**

Cr Belli attended the Ravensthorpe CRC meeting on 17 August 2020.

### **Cr Ian Goldfinch**

### **Cr Sue Leighton**

### **Cr Thomas Major**

### **Cr Mark Mudie**

### **Cr Graham Richardson**

Cr Richardson advised an AGM of the Hopetoun Progress Association had been called for Tuesday, 25 August 2020.

### **13 Office of the Chief Executive Officer**

#### **13.1 Chief Executive Officer Annual Leave and Appointment of Acting Chief Executive Officer**

**File Reference:** PL.ES.172  
**Location:** Shire of Ravensthorpe  
**Applicant:** Chief Executive Officer  
**Author:** Chief Executive Officer  
**Authorising Officer:** Chief Executive Officer  
**Date:** 14 August 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** Nil

#### **Summary:**

Council to consider the Chief Executive Officer's request for annual leave from Saturday 26 September 2020 to Sunday 11 October 2020 and the appointment of Mr Les Mainwaring as Acting Chief Executive Officer for this period of leave.

#### **Background:**

The Chief Executive Officer has discussed the appointment of an Acting Chief Executive Officer with Mr Les Mainwaring and the Executive Team. Mr Mainwaring has agreed to undertake the position of Acting Chief Executive Officer if agreeable to Council while the Chief Executive Officer is on annual leave.

#### **Comment:**

A remuneration salary will be offered to Mr Les Mainwaring within the Band 3 reward package range prescribed by the Salaries and Allowances Tribunal under Section 7A of the *Salaries and Allowances Act 1975*.

#### **Consultation:**

Shire President.  
Deputy President.  
Executive Team.

#### **Statutory Environment:**

Section 5.36 of the *Local Government Act 1995* provides that:

- (1) A local government is to employ —
  - (a) a person to be the CEO of the local government; and
  - (b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.
- (2) A person is not to be employed in the position of CEO unless the council —
  - (a) believes that the person is suitably qualified for the position; and
  - (b) is satisfied with the provisions of the proposed employment contract.
- (3) A person is not to be employed by a local government in any other position unless the CEO —
  - (a) Believes that the person is suitably qualified for the position; and
  - (b) is satisfied with the proposed arrangements relating to the person's employment.
- (4) Unless subsection (5A) applies, if the position of CEO of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement into contain such information with respect to the position as is prescribed.
- (5A) Subsection (4) does not require a position to be advertised if it is proposed that the position be filled by a person in a prescribed class.
- (5) For the avoidance of doubt, subsection (4) does not impose requirement to advertise a position before the renewal of contract referred to in section 5.39.

Regulation 18 of the Local Government (Administration) Regulations provides that:

- (1) If a position of CEO, or of senior employee, of a local government becomes vacant, the local government is to advertise the position —
  - (a) on a notice board exhibited to the public at the local government’s offices, if the position is —
    - (i) to be filled on a part time basis by a person who is also employed by another local government; or
    - (ii) an acting position for a term not exceeding one year;
  - or
  - (b) otherwise, in a newspaper circulating generally throughout the State.
- (2) An advertisement referred to in sub regulation (1) is to contain —
  - (a) the details of the remuneration and benefits offered;
  - (b) details of the place where applications for the position are to be submitted;
  - (c) the date and time for the closing of applications for the position;
  - (d) the duration of the proposed contract;
  - (e) contact details for a person who can provide further information about the position; and
  - (f) any other information that the local government considers is relevant.

**Policy Implications:**

Nil.

**Financial Implications:**

Nil effect on the 2020/21 budget as a provision for high duties has been allowed for in the budget process.

**Strategic Implications:**

The appointment of an Acting Chief Executive Officer will meet the requirements of the *Local Government Act 1995*.

**Sustainability Implications:**

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant social considerations.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

**Risk Matrix:**

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Moved: Cr Goldfinch**

**Seconded: Cr Major**

**Res: 95/20**

**Decision:**

**That Council Endorse;**

1. **The Chief Executive Officer’s request for annual leave from Saturday 26 September 2020 to Sunday 11 October 2020 and the appointment of Mr Les Mainwaring as Acting Chief Executive Officer for this period of annual leave.**
2. **The Chief Executive Officer offering Mr Les Mainwaring a remuneration salary for the period of stated annual leave within the Band 3 prescribed range of the Salaries and Allowances Tribunal under Section 7A of the Salaries and Allowances Tribunal under Section 7A of the Salaries and Allowances Act 1975.**

**Voting Requirements: Absolute Majority**

**Carried: 7/0**

## 13.2 Council Delegates to Committee Representation

**File Reference:** GR.ME.1  
**Location:** Shire of Ravensthorpe  
**Applicant:** N/A  
**Author:** Senior Governance and Policy Officer  
**Authorising Officer:** Chief Executive Officer  
**Date:** 11 August 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** Item 13.3 – 19 November 2019

### Summary:

Council to consider reviewing and appointing elected members, delegates and proxies to Council and external Committees following the extraordinary election held on 31 July 2020.

### Background:

Council has the following Committees and delegated positions:

- *Audit Committee*  
To assist Council on all matters relating to:
  - the auditor and ensure that audits are conducted successfully and timely;
  - meet with the auditor at least once a year;
  - examine the auditor's report and ensure appropriate action is taken; and
  - report on actions taken in respect of any issues raised by the auditor to council.
- *Bushfire Advisory Committee*  
To advise Council on all matters relating to:
  - the prevention, controlling and extinguishing of bush fires;
  - prosecutions for breaches of the Bush Fire Act;
  - the formation and de-formation of bush fire brigades;
  - the co-ordination of the efforts and activities of the bush fire brigades; and
  - any other matter relating to bush fire control.
- *CEO Performance Review Committee*  
To advise Council on matters relating to:
  - meet with the Chief Executive Officer at least once a year;
  - the Performance Review process being conducted timely and fairly;
  - the Chief Executive Officer being satisfied with the Performance Review process; and
  - actions required following the Chief Executive Officer Performance Review.

### Council has previously appointed Delegates to the following council committees:

- Audit Committee Full Council
- Bushfire Advisory Committee Member - Cr Major  
Deputy - Cr Mudie
- CEO Performance Review Committee Member - President  
Member - Deputy President  
Member - Cr Mudie

**Council has previously appointed Delegates to the following external committees:**

- Goldfields Voluntary Regional Organisation Of Councils (GVROC) Delegate - President  
Delegate - Cr Goldfinch  
Proxy - Deputy President

Note: On the 16 June 2020 Council resolved to withdraw from the Goldfields Voluntary Regional Organisation of Councils (GVROC). No further representation is required.

- Great Southern Regional Road Group Delegate - Cr Mudie  
Proxy - Cr Goldfinch
- Local Emergency Management Committee (LEMC) Delegate - President  
Proxy - Deputy President
- Development Assessment Panel (DAP) Delegate - Cr Belli  
Delegate - **Vacant**  
Proxy - Cr Goldfinch  
Proxy - Cr Major
- Hopetoun Progress Association Delegate - Cr Richardson  
Proxy - Cr Goldfinch
- Ravensthorpe Progress Association Delegate - **Vacant**  
Proxy – Cr Belli
- Munglinup Community Group Delegate - **Vacant**  
Proxy - Cr Major
- Community Liaison Committees Delegate - President  
Delegate - Deputy President  
Proxy – Chief Executive Officer  
Proxy – Director Corporate and Community Services
- Hopetoun Community Resource Centre Delegate - Cr Dunlop  
Proxy - Cr Richardson
- Ravensthorpe Community Resource Centre Delegate - Cr Belli  
Proxy - **Vacant**
- South Coast WALGA Zone Delegate - President  
Proxy - Deputy President
- Fitzgerald River National Park Delegate - Cr Richardson  
Proxy - Cr Mudie
- Ravensthorpe Agricultural Initiative Network (RAIN) Delegate - Cr Major  
Proxy - Cr Mudie  
Proxy - Cr Mudie
- Fitzgerald Biosphere Implementation Group Delegate - Cr Richardson  
Proxy - Cr Mudie

- Hopetoun Recreation Management (HDRA) Delegate - Cr Dunlop  
Proxy - Cr Goldfinch
- Ravensthorpe Historical Society Delegate - Cr Goldfinch  
**Proxy - Vacant**

**Comment:**

With the recent extraordinary election Council has the opportunity to review the representation on Council Committees and External Committees.

**Consultation:**

Elected Members.  
Executive Team.

**Statutory Environment:**

Section 5.8 of the *Local Government Act* (Establishment of committees) provides that a local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

Section 7.1A (Audit committee) provides that:

- (1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.
- (2) The members of the audit committee of a local government are to be appointed \* by the local government and at least 3 of the members, and the majority of the members are to be council members.
- (3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent him or her as a member of an audit committee.
- (4) An employee is not to be a member of an audit committee.

Section 67 of the *Bush Fires Act* provides that:

- (1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified in this subsection.
- (2) A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof.

**Policy Implications:**

Council has recently reviewed its Council Policy Manual, as part of these governance enhancements new/enhanced policies have been developed for;

- G21 Audit Committee Terms of Reference; and
- LO2 Shire of Ravensthorpe Bush Fire Advisory Committee (BFAC).

**Financial Implications:**

There are no financial implications associated with this report.

**Strategic Implications:**

There are no strategic implications associated with this report.



**Sustainability Implications:**

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant economic considerations.

**Risk Implications:**

Risk	Low (1)
Risk Likelihood (based on history and with existing controls)	Low (1)
Risk Impact / Consequence	Low (1)
Risk Rating (Prior to Treatment or Control)	Low (1)
Principal Risk Theme	Low (1)
Risk Action Plan (Controls or Treatment Proposed)	Low (1)

**Risk Matrix:**

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Recommendation**

That Council endorse the appointment of Elected Members, Delegates and Proxies to the following council and external committees;

*Council Delegates appointed to the following council committees:*

- Audit Committee Full Council
- Bushfire Advisory Committee Member –  
Deputy –
- CEO Performance Review Committee Member – President  
Member – Deputy President  
Member –

*Council Delegates appointed to the following external committees:*

- Great Southern Regional Road Group Delegate –  
Proxy –
- Local Emergency Management Committee (LEMC) Delegate – President  
Proxy – Deputy President
- Development Assessment Panel (DAP) Delegate –  
Delegate –  
Proxy –  
Proxy –
- Hopetoun Progress Association Delegate –  
Proxy –
- Ravensthorpe Progress Association Delegate –  
Proxy –
- Munglinup Community Group Delegate –  
Proxy –
- Community Liaison Committees Delegate – President  
Delegate – Deputy President  
Proxy – CEO  
Proxy – DCCS
- Hopetoun Community Resource Centre Delegate –  
Proxy –
- Ravensthorpe Community Resource Centre Delegate –  
Proxy –
- South Coast WALGA Zone Delegate – President  
Proxy – Deputy President
- Fitzgerald River National Park Delegate –  
Proxy –
- Ravensthorpe Agricultural Initiative Network (RAIN) Delegate –  
Proxy –
- Fitzgerald Biosphere Implementation Group Delegate –  
Proxy –
- Hopetoun Recreation Management (HDRA) Delegate –  
Proxy –
- Ravensthorpe Historical Society Delegate –  
Proxy –

**Moved: Cr Belli**

**Seconded: Cr Major**

**Res: 96/20**

**Decision:**

**That Council endorse the appointment of the following Elected Members, Delegates and Proxies to the following council and external committees;**

- **Goldfields Voluntary Regional Organisation Of Councils (GVROC)** Delegate - President  
Delegate - Cr Goldfinch  
Proxy - Deputy President
- **Great Southern Regional Road Group** Delegate - Cr Mudie  
Proxy - Cr Goldfinch
- **Local Emergency Management Committee (LEMC)** Delegate - President  
Proxy - Deputy President
- **Development Assessment Panel (DAP)** Delegate - Cr Belli  
Delegate - Cr Leighton  
Proxy - Cr Goldfinch  
Proxy - Cr Major
- **Hopetoun Progress Association** Delegate - Cr Richardson  
Proxy - Cr Goldfinch
- **Ravensthorpe Progress Association** Delegate - Cr Belli  
Proxy - Cr Mudie
- **Munglinup Community Group** Delegate - Cr Leighton  
Proxy - Cr Major
- **Community Liaison Committees** Delegate - President  
Delegate - Deputy President  
Proxy - CEO  
Proxy - DCCS
- **Hopetoun Community Resource Centre** Delegate - Cr Dunlop  
Proxy - Cr Richardson
- **Ravensthorpe Community Resource Centre** Delegate - Cr Belli  
Proxy - Cr Leighton
- **South Coast WALGA Zone** Delegate - President  
Proxy - Deputy President
- **Fitzgerald River National Park** Delegate - Cr Richardson  
Proxy - Cr Mudie
- **Ravensthorpe Agricultural Initiative Network (RAIN)** Delegate - Cr Major  
Proxy - Cr Mudie

- **Fitzgerald Biosphere Community Collective<sup>1</sup>** Delegate - Cr Leighton  
Proxy - Cr Mudie
- **Hopetoun Recreation Management (HDRA)** Delegate - Cr Dunlop  
Proxy - Cr Goldfinch
- **Ravensthorpe Historical Society** Delegate - Cr Goldfinch  
Proxy - Cr Leighton

**Voting Requirements: Absolute Majority**

**Carried: 7/0**

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<sup>1</sup> Amended to reflect current name change.

### 13.3 Shire of Ravensthorpe 2020 Policy Review (Stage 2)

<b>File Reference:</b>	<b>CM.PO.1</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Shire of Ravensthorpe</b>
<b>Author:</b>	<b>Senior Governance and Policy Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>10 August 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Draft 2020 Policy Manual – Stage 2 (Attachment Mustard)</b>
<b>Previous Reference:</b>	<b>N/A</b>

#### **Summary:**

This report recommends Council consider and endorse the second stage of the Shire of Ravensthorpe 2020 Policy Review. The objectives of the review are to;

- Ensure the Shire has compliant policies and are aligned to current legislation.
- Remove obsolete policies and consolidate others where possible.
- Improve operational efficiency by ensuring decision making is scalable to Council's own decision making tolerances.

#### **Background:**

At the 21 July 2020 Ordinary Council Meeting the majority of Council's policies were reviewed and updated. Several policies were to be further considered by Council and are to be presented for consideration at the August 2020 Ordinary Council Meeting.

A summary of the proposed policy amendments is detailed below;

#### Governance Section

##### G20 Advocacy

- New policy proposed to consider advocacy matters of strategic importance to the Shire.

##### G21 Audit Committee Terms of Reference

- Formalisation of Council Policy for the Terms of Reference for the Audit Committee. Regulations have expanded to include Risk and Internal Controls (Reg 16), this is then linked to be closely aligned to the triennial reviews associated with Reg 17. The Operational Guidelines by the Department of Local Government have been used as the basis and has been adapted to meet the operational requirements of the Shire.

#### Administration Section

##### A1 Corporate Discussion Meetings

- Council needs to meet and discuss matters relating to the good governance of the Shire outside of its formal (statutory) meeting structure. This policy seeks to ensure that such informal (non-statutory) meetings are responsibly managed, transparent and are in line with principles of good governance.

##### A2 Operational Guidelines

- To establish a mechanism that enables the Shire to develop guidelines that assist the public on matters of an operational nature.

**A4 Vehicle Plant and Equipment Management**

- Combined policies “A4 Staff – Use of Vehicles by Employees” and “A16 Vehicle Policy”.
- Amendments to reflect current organisational structure.
- Where possible the Shire of Ravensthorpe will aim for a standardisation fleet through a reputable manufacturer.

**A8 Corporate Uniforms**

- Combined Policy “A8 Internal Staff” and “WS12 Outside Staff”.
- Introduction of sun smart clothing requirements.

**Works and Services Section**

**WS1 Road Facilities – Painting of Kerb Numbers**

- Amended to include the provision of street number signs where town site kerbs are not installed.

**Proposed Rescinded Policies**

**Technical Specifications for Subdivisional Development**

- Recommend to rescind policy “Technical Specifications for Subdivisional Development” and become an Operational Guideline.

**Vehicle Policy**

- Recommend to rescind “Vehicle Policy” and combined with “Staff – Use of Vehicles by Employees” and retitled “Vehicle Plant and Equipment Management”.

**Comment:**

Stage 2 of the 2020 Policy Review has seen the development of seven (7) new or revised policies, as well as a further two (2) policies proposed to be rescinded.

**Consultation:**

Elected Members.  
Executive Team.

**Statutory Environment:**

Section 2.7 of the *Local Government Act 1995* specifies the role of Council is to:

- Govern the local government’s affairs;
- Be responsible for the performance of the local government’s functions;
- Oversee the allocation of the local government’s finances and resources; and
- Determine the local government’s policies.

**Policy Implications:**

Refer to above summary.

**Financial Implications:**

Refer to above summary.

**Strategic Implications:**

Refer to above summary.

**Sustainability Implications:**

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant economic considerations.

**Risk Implications:**

Risk	Low (3)
Risk Likelihood (based on history and with existing controls)	Low (3)
Risk Impact / Consequence	Low (3)
Risk Rating (Prior to Treatment or Control)	Low (3)
Principal Risk Theme	Low (3)
Risk Action Plan (Controls or Treatment Proposed)	Low (3)

**Risk Matrix:**

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 3 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Moved: Cr Mudie**

**Seconded: Cr Major**

**Res: 97/20**

**Decision:**

**That Council by an Absolute Majority decision;**

**1. Adopts the following policies as detailed in the attachments:**

- **G20**      **Advocacy;**
- **G21**      **Audit Committee Terms of Reference;**
- **A1**        **Corporate Discussion Meetings;**
- **A2**        **Operational Guidelines;**
- **A4**        **Vehicle Plant and Equipment Management;**
- **A8**        **Corporate Uniform;**
- **WS1**      **Road Facilities – Painting of Kerb Numbers; and**

**2. Rescinds the following policies identified for rescission within this officer report, being:**

- **A16 Vehicle Policy; and**
- **WS15 Technical Specifications for Subdivisional Development.**

**Voting Requirements: Absolute Majority**

**Carried: 7/0**

Unconfirmed



### 13.4 2020 Community Survey Results

<b>File Reference:</b>	<b>CR.CC.5</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Shire of Ravensthorpe</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>7 August 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>2020 Community Survey (Attachment Jade)</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

This report is seeking approval to publish the Community Survey that was undertaken as part of the Major Strategic Review. The Community Survey is ready to be published on the Shire website in preparation for a further round of community workshops. The workshops will pick up where the process left off when COVID-19 provisions forced the cancellation of round 2 in April 2020. The sessions will test and refine the findings of the community engagement in order to finalise the plans.

#### **Background:**

The Shire is conducting a Major Strategic Review under Western Australia's Integrated Planning and Reporting (IPRF) Framework. The review process was well underway when the COVID-19 restrictions were applied. At that time, the process was put on hold.

With restrictions lifted, and considerable work undertaken to incorporate our revised financial position and granted-funded plans, it is timely to publish the results of the community survey and re-commence the review.

#### **Comment:**

The Community Survey was considered in detail by the Council in a workshop held on 5 June 2020. Key findings include:

*Health, Safety, Road Infrastructure, Community Engagement, and Community Grants are most important*

- Health and medical services; Ranger, fire and emergency services; Roads, bridges and drainage; Community engagement and communications; and Community grants are the service elements deemed most important by the residents.

*High overall perception of the Shire's performance and mixed perceptions of individual service areas*

- More than seven in ten residents (73%) consider the Shire of Ravensthorpe's performance as 'good' or 'excellent' and 65% see improvement in the prior 12 months.
- Health and medical services and Ranger, fire and emergency services, are in the top group for both importance and performance. Community grants are not far behind.
- On the other hand, community engagement and communication and roads, bridges and drainage, are both top rated for importance but rate relatively low for performance. Seniors, disability and youth services also shows a gap between importance and performance. These areas are highlighted as opportunities for improvement.

*Residents have high hopes for the future*

- Over 80% of the residents anticipate they will be living in the Shire for at least the next five years.
- Looking ahead, residents would like to see economic growth and more local businesses in the Shire as well as an increase in activities promoting tourism.

*A newsletter is the preferred means of getting information about the Shire*

- The majority of the residents feel that it is fairly easy to obtain information and updates regarding the Shire.
- Nearly a quarter of the residents (24%) would like to have a regular newsletter distributed in the community.

**Consultation:**

Shire of Ravensthorpe Community.

**Statutory Environment:**

Section 5.56.[Planning for the future] of the Local Government Act 1995 -

**Policy Implications:**

Council Policy – G16 Community Consultation.

**Financial Implications:**

Nil.

**Strategic Implications:**

Enables the Major Strategic Review to proceed.

**Sustainability Implications:**

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant social considerations.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

**Risk Matrix:**

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Moved: Cr Belli**

**Seconded: Cr Richardson**

**Res: 98/20**

**Decision:**

**That Council endorse the 2020 Community Survey as presented and request the Chief Executive Officer to issue for publication via the Shire Website.**

**Voting Requirements: Simple Majority**

**Carried: 7/0**

Unconfirmed

### 13.5 Lease Renewal – Ravensthorpe Hand Gun Club

<b>File Reference:</b>	<b>CP.LO.8</b>
<b>Location:</b>	<b>Part Reserve 32874 – Hopetoun and Ravensthorpe Road, Ravensthorpe</b>
<b>Applicant:</b>	<b>Ravensthorpe Hand Gun Club</b>
<b>Author:</b>	<b>Senior Governance and Policy Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>12 August 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Current Lease (Attachment Brown)</b>
<b>Previous Reference:</b>	<b>N/A</b>

#### **Summary:**

This report recommends Council consider authorising the Chief Executive Officer to be granted Delegated Authority to review, negotiate and enter into a new lease with the Ravensthorpe Hand Gun Club for a portion of land along Hopetoun and Ravensthorpe Road, Ravensthorpe for the purpose of 'Rifle Range (Gun Club) and associated recreational activities.

#### **Background:**

The Ravensthorpe Hand Gun Club have a current lease that commenced on 1 May 2011 for a ten (10) year period with a further term of ten (10) years (Attachment Brown).

Whilst the current term does not expire until 30 April 2021 the Shire has been approached about a discrepancy in the existing lease document as it relates to the identified leased area. Annexure 1 of the lease in its preparation clearly delineates the leased area however also shows that the Clubs facilities and activities are proportionally situated outside of the existing leased area at the time.

This anomaly was identified by the Club through its accreditation process of being a licenced rifle/gun range. It is imperative that the leased area reflects the clubs applicable area for both accreditation, liability and insurance purposes.

Given the lease extension period is soon to commence, it is an opportune time to address this issue and consider a new lease that encapsulates the correct leased area.

#### **Comment:**

The variation to the leased area will have a nominal impact on the existing reserve as it reflects the current active area being used by the Club. The renewal of the lease for a further 10 years is supported, no complaints have been received on the operations of the Club and no outstanding debts are owed to the Shire of Ravensthorpe.

#### **Consultation:**

Elected Members.  
Executive Team.  
Ravensthorpe Hand Gun Club.

#### **Statutory Environment:**

Regulation 30 of the Local Government (Functions and General) Regulations 1996 states;

- (1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act if the land is disposed of to a body, whether incorporated or not —
  - (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and

- (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions.

**Policy Implications:**

Council Policy "G13 - Common Seal and Document Signing Authority" outlines the authority to undertake land transaction processes by affixing the Common Seal.

**Financial Implications:**

There are no ongoing costs related to this agreement.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

- **Environmental:** There are no known significant environmental considerations as the leased area has already been cleared.
- **Economic:** There are no known significant economic considerations.
- **Social:** Recreation activities within the community provide numerous benefits and a diversity of recreation and sporting clubs is to be encouraged.

**Risk Implications:**

Risk	Low (3)
Risk Likelihood (based on history and with existing controls)	Low (3)
Risk Impact / Consequence	Low (3)
Risk Rating (Prior to Treatment or Control)	Low (3)
Principal Risk Theme	Low (3)
Risk Action Plan (Controls or Treatment Proposed)	Low (3)

**Risk Matrix:**

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 3 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Moved: Cr Major**

**Seconded: Cr Goldfinch**

**Res: 99/20**

**Decision:**

**That Council;**

- 1. Grants Delegated Authority to the Chief Executive Officer to review, negotiate and enter into a lease with the Ravensthorpe Hand Gun Club for a portion of land along Hopetoun and Ravensthorpe Road, Ravensthorpe for the purpose of 'Rifle Range (Gun Club) and associated recreational activities'; and**
- 2. Authorises the President and Chief Executive Officer to affix the Common Seal to a lease with the Ravensthorpe Hand Gun Club for a portion of land along Hopetoun and Ravensthorpe Road, Ravensthorpe.**

**Voting Requirements: Absolute Majority**

**Carried: 7/0**

Unconfirmed

## **14. Directorate of Corporate and Community Services**

### **14.1 Monthly Financial Report – 31 July 2020**

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Senior Finance Officer</b>
<b>Authorising Officer</b>	<b>Director Corporate and Community Services</b>
<b>Date:</b>	<b>10 August 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Monthly Financial Reports for July 2020 (Attachment Yellow)</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

In accordance with the *Local Government Financial Management Regulations (1996)*, Regulation 34, a local government is to prepare a monthly Statement of Financial Activity for approval by Council.

#### **Background:**

Council is requested to review the July 2020 Monthly Financial Reports.

#### **Comment:**

The July 2020 Monthly Financial Reports are presented for review.

#### **Consultation:**

Chief Executive Officer.

#### **Statutory Environment:**

Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1996* apply.

#### **Policy Implications:**

Nil

#### **Financial Implications:**

All expenditure has been approved via adoption of the 2019/20 Annual Budget, or resulting from a Council Motion for a budget amendment.

#### **Strategic Implications:**

Strategic Community Plan 2014 – 2024

Theme 4 – Civic Leadership: 4.2 High quality corporate governance, accountability & compliance.

#### **Sustainability Implications:**

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant economic considerations.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

**Risk Matrix:**

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that July flow from it. An effect July be positive, negative or a deviation from the expected and July be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Moved: Cr Mudie**

**Seconded: Cr Major**

**Res: 100/20**

**Decision:**

**That Council receive the 31 July 2020 Monthly Financial Reports as presented.**

**Voting Requirements: Simple Majority**

**Carried: 7/0**



## 14.2 Schedule of Account Payments – July 2020

**File Reference:** GR.ME.8  
**Location:** Shire of Ravensthorpe  
**Applicant:** Shire of Ravensthorpe  
**Author:** Finance Officer  
**Authorising Officer:** Director Corporate and Community Services  
**Date:** 12 August 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Schedule of Payments to 31 July 2020  
 Credit Card Transactions to 1 July 2020  
 Creditors List of Accounts Paid July 2020  
 (Attachment Red)  
**Previous Reference:** Nil

### Summary:

This item presents the schedule of payments for Council approval in accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*.

### Background:

Period 01/07/2020 to 31/07/2020

#### 2020/2021

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	32,246	1,089,988	72,966	5,765	0	1,200,963	256,870
Aug							
Sep							
Oct							
Nov							
Dec							
Jan							
Feb							
Mar							
Apr							
May							
Jun							
<b>Total</b>	<b>32,246</b>	<b>1,089,988</b>	<b>72,966</b>	<b>5,765</b>	<b>0</b>	<b>1,200,963</b>	<b>256,870</b>
<b>19/20</b>	<b>197,977</b>	<b>8,450,678</b>	<b>997,212</b>	<b>102,791</b>	<b>6,319</b>	<b>9,754,977</b>	<b>3,174,082</b>
<b>18/19</b>	<b>147,967</b>	<b>21,298,438</b>	<b>1,329,904</b>	<b>70,241</b>	<b>13,590</b>	<b>22,860,140</b>	<b>2,219,053</b>
<b>17/18</b>	<b>327,905</b>	<b>18,507,404</b>	<b>209,587</b>	<b>65,010</b>	<b>317,445</b>	<b>19,427,351</b>	<b>2,601,283</b>

### Comment:

This schedule of accounts as presented, submitted to each member of the Council, has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices computation, and costing's and the amounts shown have been paid.

### Consultation:

Senior Finance Officer.

### Statutory Environment:

Regulation 13 (1) – (3) of the *Local Government (Financial Management) Regulations*

**Policy Implications:**

Nil.

**Financial Implications:**

This item address Council’s expenditure from Trust and Municipal funds which have been paid under delegated authority.

**Strategic Implications:**

Nil

**Sustainability Implications:**

- **Environmental:** Not applicable to this specific recurring report.
- **Economic:** Not applicable to this specific recurring report.
- **Social:** Not applicable to this specific recurring report.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

**Risk Matrix:**

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Moved: Cr Belli**

**Seconded: Cr Mudie**

**Res: 101/20**

**Decision:**

**That Council Pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, the payment of accounts for the month of July 2020 be noted.**

**Voting Requirements: Simple Majority**

**Carried: 7/0**

Unconfirmed

## **15. Directorate of Technical Services**

### **15.1 Development Application – Lot 182 (82) France Street, Hopetoun – Boat Shelter and Deck**

**File Reference:** P20-25  
**Location:** Lot 182 (82) France Street, Hopetoun  
**Applicant:** Elisha Moody  
**Author:** Planning Services  
**Authorising Officer:** Chief Executive Officer  
**Date:** 12 August 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Application Plans (Attachment Peach)  
**Previous Reference:** N/A

#### **Summary:**

For Council to consider Development Application P20-25 for a Boat Shelter and Raised Deck at Lot 182 (82) France Street, Hopetoun.

#### **Background:**

Shire of Ravensthorpe received Development Application P20-25 for a Boat Shelter and Raised Deck at Lot 182 (82) France Street, Hopetoun on 3 July 2020.

The application was publicly advertised between 14 July 2020 and 28 July 2020 with no comments or objections being received.

The planning officer has requested that this application be determined by Council as the officers recommendation is for refusal.

#### **Comment:**

Lot 182 (82) France Street, Hopetoun is zoned Residential R20 with a lot size of 737 square metres. The property is currently developed as a Single Dwelling.

#### **Assessment:**

The proposal calls for a Boat Shelter with a raised deck on top. Variations are proposed to side and rear setback, as well as overlooking and privacy criteria under the *Residential Design Codes*. Due to provisions under the *Residential Design Codes* relating to unenclosed outdoor active habitable spaces, a variation to Building Height can also be identified.

Under most circumstances, reduced side and rear setbacks for Outbuildings such as Sheds and Garages are preferable on Residential properties to increase the amount of potential living area at the rear of a dwelling. In this instance however the Outbuilding is proposed with a raised and enclosed deck on top of the structure with a floor level at least three metres above ground level which causes significant privacy and overlooking concerns. A standard boundary fence by comparison is 1.8 metres in height which leaves the proposed deck with an unobstructed view of the adjoining properties to the north and east.

Privacy criteria under the *Residential Design Codes* for raised decks, balconies and similar calls for a 7.5 metre cone of vision setback to common boundaries, however the proposal only provides a 300mm (0.3 metre) setback from the Boat Shelter/Deck to the common boundaries.

While the adjoining owner of Lot 181 (84) France Street has declined to object to the proposal, the parties responsible for the property to the rear could not be identified by Planning Services, despite assistance from several other employees of the Shire of Ravensthorpe.

Given the impact the proposed raised deck will cause on adjoining properties, as well as the potential impact on subdivision of the property to the east of Lot 182 (82) France Street, Planning Officers recommend that the proposal be refused.

**Response to Applicants Justification:**

No justification has been provided by the applicant.

**Consultation:**

The application was publicly advertised between 14 July 2020 and 28 July 2020 with no comments or objections being received.

**Statutory Environment:**

Local Planning Scheme No. 6

The applicant has a right of review to the State Administrative Tribunal if aggrieved by any planning decision.

It should also be noted that pursuant to Section 211(1) of the *Planning and Development Act 2005*, a person aggrieved by the failure of a local government to enforce or implement effectively the observance of a local planning scheme may make representation to the Minister. If the Minister considers it appropriate to do so, representation may be referred to the State Administrative Tribunal for its report and recommendation. Following subsequent actions and recommendation by the SAT the Minister may order the local government to do all things considered necessary for enforcing the observance of the Scheme or any provisions of the Scheme.

**Policy Implications:**

None.

**Financial Implications:**

Application fees totalling \$147.00 were received as part of this application.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant social considerations.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

**Risk Matrix:**

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Moved: Cr Goldfinch**

**Seconded: Cr Major**

**Res: 102/20**

**Decision:**

**That Development Application P20-25 for a Boat Shelter and Raised Deck at Lot 182 (82) France Street, Hopetoun be refused on the following grounds:**

- 1. The proposal is not consistent with Clause 5.1.3 Lot Boundary Setback of the *Residential Design Codes*.**
- 2. The proposal is not consistent with Clause 5.4.1 Visual Privacy of the *Residential Design Codes*.**
- 3. The proposal is not consistent with the provisions of Shire of Ravensthorpe Local Planning Policy: Outbuildings.**

**Voting Requirements: Simple Majority**

**Carried: 7/0**



## 18.1 Assignment of Lease – Hopetoun Caravan Park

**File Reference:** CP.LO.1 / A741  
**Location:** Hopetoun Caravan Park – Hopetoun  
**Applicant:** TWD Holdings Pty Ltd  
**Author:** Senior Governance and Policy Officer  
**Authorising Officer:** Chief Executive Officer  
**Date:** 14 August 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** Item 18.1 – 18 February 2020 Ordinary Council Meeting

**Moved:** Cr Major **Seconded:** Cr Richardson **Res:** 105/20

### Decision

**That Council;**

1. Grants Delegated Authority to the Chief Executive Officer to review, negotiate and enter into an assignment of lease by Witcomb Pty Ltd to TWD Holdings Pty Ltd for the lease of the Hopetoun Caravan Park; and
2. Authorises the Shire President and Chief Executive Officer to affix the Common Seal to the assignment of lease for the Hopetoun Caravan Park.

**Voting Requirements:** Absolute Majority **Carried:** 7/0

**Moved:** Cr Richardson **Seconded:** Cr Goldfinch **Res:** 106/20

### Decision:

**That Council move out from behind closed doors and the meeting be declared back open to the public.**

**Voting Requirements:** Absolute Majority **Carried:** 7/0

## 19. Closure of Meeting

The Presiding Member declared the meeting closed at 6.45pm.

These minutes were confirmed at the meeting of the 15 September 2020.

Signed: \_\_\_\_\_  
(Presiding Person at the meeting of which the minutes were confirmed.)

Date: \_\_\_\_\_



**ATTACHMENT**



## **MINUTES**

**Special Council Meeting  
Tuesday, 31 August 2020**

**Commencing at 5.00pm  
Ravensthorpe Recreation Centre**

# SHIRE OF RAVENSTHORPE

Minutes for the Ordinary Meeting of Council to be held at the Ravensthorpe Recreation Centre, on Monday, 31 August 2020 – commencing at 5.00pm.

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Unconfirmed

## **EXTRACT FROM LOCAL GOVERNMENT ACT 1995**

### **5.5. CONVENING COUNCIL MEETINGS**

- (1) The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.
- (2) **The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the meeting.**

#### **1. Declaration of Opening / Announcements of Visitors**

The Presiding Member declared the meeting open at 6.27pm.

#### **2. Attendance / Apologies / Approved Leave of Absence**

COUNCILLOR'S:      Cr Keith Dunlop            (Shire President)  
                             Cr Julianne Belli            (Deputy Shire President)  
                             Cr Ian Goldfinch  
                             Cr Sue Leighton  
                             Cr Thomas Major  
                             Cr Mark Mudie  
                             Cr Graham Richardson

STAFF:                      Gavin Pollock            (Chief Executive Officer)  
                                 Les Mainwaring        (Director Corporate and Community Services)  
                                 Graham Steel            (Director Technical Services)  
                                 Kim Bransby            (Executive Assistant)

APOLOGIES: Nil.

ON LEAVE OF ABSENCE: Nil.

ABSENT: Nil.

MEMBER OF THE PUBLIC: Nil.

#### **3. Announcements by the Presiding Member**

Nil.

#### **4. Disclosure of Interest**

- 4.1 Cr Goldfinch signed declaration in relation to Item 5.1.

Proximity pursuant to Section 5.60B of the *Local Government Act 1995*.

Nature of Interest – Proximity has a house on Jerdacuttup Road, Hopetoun and Birdwood Road, Hopetoun.

Cr Belli signed declaration in relation to Item 5.1.

Proximity pursuant to Section 5.60B of the *Local Government Act 1995*.

Nature of Interest – Proximity Belli Road runs through her property and is one of the main roads used by family.

Cr Belli signed declaration in relation to Item 5.2.

Impartiality pursuant to Regulation 11 of the *local Government (Rules of Conduct) Regulation 2007*.

Spouse is one of the nominated Fire Control Officers.

Cr Mudie signed declaration in relation to Item 5.2.

Impartiality pursuant to Regulation 11 of the *local Government (Rules of Conduct) Regulation 2007*.

Is one of the nominated Fire Control Officers.

Unconfirmed

## **5. Special Business**

### **5.1 Adoption of 2020-21 Budgets and Schedules**

<b>File Reference:</b>	<b>FM.BU.1</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Director Corporate &amp; Community Services</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>26 August 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Draft Statutory Budget 2020-21 and Schedules – Attachment Grey</b> <b>Revised Fees and Charges 2020- 21 – Attachment Yellow</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

To adopt the Annual Budget for the 2020/2021 financial year in accordance with the requirements of the *Local Government Act 1995* and other relevant legislation together with supporting schedules, including imposition of rates and minimum payments, adoption of fees and charges, setting of elected members fees for the year and other consequential matters arising from the budget papers.

#### **Background:**

The Local Government Act requires Council's by 31 August each financial year to prepare and adopt, in the form and manner prescribed, a financial budget for its municipal fund for the financial year ending the next following June.

The draft 2020/21 Annual Budget has been compiled based on the principles contained within the Strategic Community Plan and prepared in accordance with the presentations made to councillors through corporate discussions 19 May, 4 August, 18 August 2020 and a budget workshop 28 July 2020.

The differential general rates strategy was adopted by the council on 19 May 2020 in response to the 8 May 2020 Order from the Minister for Local Government; Heritage; Culture and the Arts to modify or suspend provisions of the *Local Government Act 1995* and Regulations where the Minister considered that such an order was necessary to deal with the consequences of the COVID-19 pandemic State of Emergency.

At the Ordinary Council Meeting 19 May 2020, Council resolved to:

- 1. Accept the report on rates strategy for 2020/21.*
- 2. Provide direction to the Chief Executive Officer to freeze rates in accordance with the Ministerial Local Government (COVID-19) Order 2020.*

In resolving to freeze rates in the dollar at or below those imposed in 2019/20, the Shire was released from having to obtain Ministerial Approval for differential rates, thus reducing the regulatory burden and time delay taken for receiving Ministerial approval.

Another regulatory benefit of a "Rates Freeze" is that local governments were able to forego the need to advertise rates in the dollar for 21 days and the need to consider submissions before adopting the budget.

**Adopted Strategy:** There was no Gross Rental Re-Valuation for 2020/21 therefore rates in the dollar have remained the same to freeze rates, however there has been an Unimproved Re-Valuation with a slight increase in values, therefore in order to freeze the total yield in rates equal to the previous year, the rates in the dollar have been adjusted downward thus still conforming the Minister’s definition of “Rates Freeze”.

**Comment:**

The overall yield in rates raised for the year 2020/21 has remained the same as 2019/20 thus delivering 0% increase in rates revenues. This freeze in rates has not allowed the Shire to offset general increases in expenditure and has required a number of cost cutting measures in order to enable the Shire of Ravensthorpe to complete its works programs and provide services required by the community and meet the compliance requirements of various governing agencies, that are not funded by drought related grant stimulus measures.

The budget has been prepared to include information required by the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996* and the Australian Accounting Standards.

The main features of the draft budget include:

- Total revenue of<sup>1</sup> ~\$4.45m in rates and ~\$7.2m relating to the Ravensthorpe Cultural Precinct.
- Rates have been frozen with an overall yield increase of 0% across all categories
- A new Project Officer position has been created in order to facilitate the implementation of the \$7M Ravensthorpe Cultural Precinct development, \$1M Drought Communities program, and the \$513,120 Local Roads and Community Infrastructure program.
- Capital Works Program of \$13.4m including:
- Capital Grant Stimulus Projects
  - \$7.03m Ravensthorpe Cultural Precinct,
  - \$258K Hopetoun Sports Pavilion Building Improvements,
  - \$282K Hopetoun Oval Dual Irrigation,
  - \$114K Ravensthorpe Entertainment Centre Balcany,
  - \$100K Marketing and Promotion Project,
  - \$100K Ravensthorpe Regional Arts Council in the House Project,
  - \$ 75K Tamarine Road Patch & Seal Repair,
  - \$ 68K Two Mile Hopetoun Ablution upgrade,
  - \$ 50K Hopetoun Entry and Roundabout Landscape,
  - \$ 45K Maitland St Park upgrade Hopetoun,
  - \$ 41K Starvation bay Campsite Upgrade,
  - \$ 38K Fitzgerald Rd Floodway sealing,
  - \$ 30K Footpath Upgrade Hoskin St Ravensthorpe,
  - \$ 27K Mason bay Campsite Upgrade,
  - \$ 25K Silo Artwork Illumination Ravensthorpe ,
  - \$ 25K Ravensthorpe Recreation Centre Solar Hot Water, and
  - \$239K Plus nineteen other community Projects.
- Other Capital Works Projects
  - \$100K Little Barrens Playground Upgrade,
  - \$ 80K The Cub House Playground Upgrade,
  - \$250K Ravensthorpe Regional landfill Weighbridge,
  - \$271K Mallee Road Construction,
  - \$216K Jerdacuttup Road,
  - \$100K Springdale Road,
  - \$154K Hamersley Drive,
  - \$346K West River Gravel Resheet,
  - \$1,100K Jerdacuttup River Bridge,
  - \$100K Depot Block expansion, and
  - \$1,961K Plant Replacement Programme purchases.

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<sup>1</sup> **Wording amended to reflect incorrectly noted value of operating revenue.**

- Building maintenance allocation of \$908K.
- Debt Servicing costs of \$283K for existing debt, with no new borrowings, and a Transfer In of \$100,000 to Roadworks Reserve to contribute to next year's payout of Roadworks Loan 38D.
- Plant Replacement Reserve transfer in of \$950K for ongoing asset management with all purchases fully covered by Reserve.
- Building Reserve transfer in of \$450,000 to fully fund Council's contribution of \$1,450,000 to the Ravensthorpe Cultural Precinct development.
- Community Development fund \$33,000 and Other donations \$4,400 allocation.
- Community Groups and event funding recurring allocations:
  - \$ 2,500 Australia Day Breakfast
  - \$ 7,000 Seniors Christmas Party
  - \$ 6,000 Ravensthorpe CRC – Fitzy Unearthed Project
  - \$ 5,000 Munglinup Library
  - \$ 5,000 Ravensthorpe Historical Society
  - \$ 7,000 Fitzgerald Biosphere Promotion
  - \$ 10,000 RAIN Project assistance
  - \$ 15,000 Hopetoun Progress Association
  - \$ 49,000 Hopetoun CRC – Library
  - \$ 52,000 Ravensthorpe CRC - Library
  - \$ 5,000 Hopetoun CRC – Visitor Services
  - \$177,500
- \$120,000 for Bushfire mitigation.
- \$94,000 for Pest Animal and Declared Weed control.
- \$263,000 Net Operating investment in Medical Practice facilities.
- \$993,000 Childcare operating expense budget operation.
- An estimated surplus of \$1.739m is anticipated to be brought forward from 30 June 2020. However this is unaudited and may change. Any change will be addressed as part of the half yearly budget review.

The draft 2020/21 budget continues to deliver on strategies derived through community consultation and adopted by the council and maintains a high level of service across all programs.

The main economic stimulus for this year's budget is the presence of a range of federal grants to counter the recent effects of drought communities together with the effects of the State of Emergency in response to the COVID 19 pandemic. The Shire has also followed State Ministerial advice to freeze rates as further assistance to the community.

The finalisation of the Shires Integrated Planning framework and long term strategies will play an integral role in developing the Shire's vision for the future and will allow the development of priorities to achieve the consensus of community aims.

**Consultation:**

Executive Staff

Councillors

Bev Webb – Financial Consultant

**Statutory Environment:**

Local Government Act 1995 Section 6.2 requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (Absolute Majority required) in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.



Divisions 5 and 6 of Part 6 of the *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The draft 2020/21 budget as presented is considered to meet statutory requirements.

Section 67 of the *Waste Avoidance and Resource Recovery Act 2007* (*Receptacle Charges for Waste Collections*).

Section 41 of the *Health Act 1911* for the management and maintenance of community effluent systems.

**Policy Implications:**

Nil.

**Financial Implications:**

A balanced budget for the 2020/21 financial year. Specific financial implications are as outlined in the Detail section of this report and as itemised in the draft 2020/21 budget attached for adoption.

**Strategic Implications:**

The budget documents Council’s financial objectives for the next twelve (12) months.

The draft 2020/21 budget has been developed based on the existing Community Strategic Plan and Integrated Planning documents prepared by the Shire of Ravensthorpe.

**Sustainability Implications:**

**Environmental:**

The draft 2020/21 budget supports key environmental strategies and initiatives adopted by the council.

**Economic:**

The draft 2020/21 budget has been developed based on sound financial management and accountability principles and is considered to deliver a sustainable economic outcome for council and the community.

**Social:**

The draft 2020/21 budget delivers social outcomes identified in various planning and community supporting strategies that have previously been adopted by the council.

**Risk Implications:**

Risk	Low(4)
Risk Likelihood (based on history and with existing controls)	Low(2)
Risk Impact / Consequence	Minor(2)
Risk Rating (Prior to Treatment or Control)	Low(4)
Principal Risk Theme	Low(2)
Risk Action Plan (Controls or Treatment Proposed)	Low(2)

**Risk Matrix:**

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 4 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Recommendation:

That Council;

**Part A – Municipal Fund Budget for 2020/21**

Pursuant to the provisions of section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996 the council adopt the Municipal Fund Budget as contained in the attachment to this agenda and the minutes for the Shire of Ravensthorpe for the 2020/21 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type on page 2 showing a net result for that year of -\$4,703,057.<sup>2</sup>
- Statement of Comprehensive Income by Program on page 4 showing a net result for that year of -\$4,703,057.
- Statement of Cash Flows on Page 6.
- Rate Setting Statement on page 7 showing an amount required to be raised from rates, including interim and back rates, of \$4,454,699 based on a 0% rate increase.
- Notes to and Forming Part of the Budget on pages 10 to 32.

Moved: Cr Belli

Seconded: Cr Goldfinch

Res: 107/20

Decision:

That Council;

**Part A – Municipal Fund Budget for 2020/21**

Pursuant to the provisions of section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996 the council adopt the Municipal Fund Budget as contained in the attachment to the agenda and the minutes for the Shire of Ravensthorpe for the 2020/21 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type on page 2 showing a net result for that year of -\$4,719,371.
- Statement of Comprehensive Income by Program on page 4 showing a net

<sup>2</sup> Incorrect value amended in Decision.

- result for that year of **-\$4,719,371**.
- **Statement of Cash Flows on Page 6.**
- **Rate Setting Statement on page 7 showing an amount required to be raised from rates, including interim and back rates, of \$4,454,699 based on a 0% rate increase.**
- **Notes to and Forming Part of the Budget on pages 10 to 32.**

**Voting Requirements: Absolute Majority**

**Carried: 7/0**

**Moved: Cr Major**

**Seconded: Cr Richardson**

**Res: 108/20**

**Part B – General and Minimum Rates, Instalment Payment Arrangements**

1. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995 impose the following general rates and minimum rates on Gross Rental and Unimproved Values.

**1.1 General Rates**

Residential (GRV)	11.7165 cents in the dollar
Commercial (GRV)	13.1567 cents in the dollar
Industrial (GRV)	15.4430 cents in the dollar
Transient Workforce Accom (GRV)	31.4867 cents in the dollar
Short Stay Accomodation (GRV)	31.4867 cents in the dollar
Rural (UV)	0.8139 cents in the dollar
Mining (UV)	8.3600 cents in the dollar

**1.2 Minimum Payments**

Residential (GRV)	\$870
Commercial (GRV)	\$870
Industrial (GRV)	\$870
Transient Workforce Accom (GRV)	\$850
Short Stay Accommodation (GRV)	\$850
Rural (UV)	\$850
Mining (UV)	\$320

2. Pursuant to section 6.45 of the Local Government Act 1995 and regulation 64(2) of the Local Government (Financial Management) Regulations 1996, council nominates the following due dates for the payment in full by instalments:

- Full payment and 1st instalment due date 14 October 2020
- 2nd quarterly instalment due date 09 December 2020
- 2nd half instalment due date 03 February 2021
- 3rd quarterly instalment due date 03 February 2021
- 4th quarterly instalment due date 31 March 2021

3. Pursuant to section 6.45 of the Local Government Act 1995 and regulation 67 of the Local Government (Financial Management) regulations 1996, council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$10 for each

instalment after the initial instalment is paid.

4. Pursuant to section 6.45 of the Local Government Act 1995 and regulation 68 of the Local Government (Financial Management) Regulations 1996, council adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.
5. Pursuant to section 6.51 (1) and subject to section 6.51 (4) of the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996, council adopts an interest rate of 8% for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

Voting Requirements: Absolute Majority

Carried: 7/0

Moved: Cr Mudie

Seconded: Cr Leighton

Res: 109/20

Part C – General Fees and Charges for 2020/21

Pursuant to section 6.16 of the Local Government Act 1995, council adopts the Fees and charges included with the draft 2020/21 budget.

Voting Requirements: Absolute Majority

Carried: 7/0

Moved: Cr Major

Seconded: Cr Belli

Res: 110/20

Part D – Other Statutory Fees for 2020/21

1. Pursuant to section 53 of the Cemeteries Act 1986 council adopts the fees and charges for cemeteries within Shire included in the draft 2020/21 budget.
2. Pursuant to section 245A (8) of the Local Government (Miscellaneous Provisions) Act 1960 the council adopts a swimming pool inspection fee of \$60.00.
3. Pursuant to section 67 of the Waste Avoidance and Resources Recovery act 2007, council adopt the following charges for the removal of domestic and commercial waste:
  - 3.1 Residential Commercial and Industrial Premises 240L Refuse Bin Collected Weekly \$317.75 pa
  - 3.2 Residential Commercial and Industrial Premises 240L Recycling Bin Collected Fortnightly \$112.75 pa
4. Pursuant to Section 41 of the *Health Act 1911* council adopt the following effluent charges for the management and maintenance of community effluent systems within the town sites of Munglinup and Ravensthorpe:
  - 4.1 General Rates
    - Ravensthorpe (GRV) 2.3252 cents in the dollar
    - Munglinup (GRV) 2.6563 cents in the dollar
  - 4.2 Minimum Payments
    - Ravensthorpe (GRV) \$200
    - Munglinup (GRV) \$200
  - 4.3 Non Rateable Properties
    - First Fixture \$200
    - Per Additional Fixture \$125
    - Commercial Volume Sewerage (CBH sites) \$1500

Voting Requirements: Absolute Majority

Carried: 7/0

Moved: Cr Goldfinch

Seconded: Cr Mudie

Res: 111/20

**Part E – Elected Members Fees and Charges**

1. Pursuant to section 5.99 of the Local Government Act 1995 and regulation 34 of the Local Government (Administration) Regulations 1996, council adopts the following annual fees for payment of elected members in lieu of individual meeting fees:

President	\$20,300
Councillors	\$13,600
  
2. Pursuant to section 5.99A of the Local Government Act 1995 and regulations 34A and 34AA of the Local Government (Administration) Regulations 1996, Council adopts the following annual allowances for elected members:

Phone, fax, IT & Telecommunications	\$1,100
-------------------------------------	---------
  
3. Pursuant to section 5.98(5) of the Local Government Act 1995 and regulation 33 of the Local Government (Administration) Regulations 1996, council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

President	\$13,400
-----------	----------
  
4. Pursuant to section 5.98A of the Local Government Act 1995 and regulations 33A of the Local Government (Administration) Regulations 1996, council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

Deputy President	\$3,350
------------------	---------

Voting Requirements: Absolute Majority

Carried: 7/0

Moved: Cr Major

Seconded: Cr Richardson

Res: 112/20

**Part F – Material Variance Reporting for 2020/21**

In accordance with regulation 34 (5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, the level to be used in statements of financial activity in 2020/21 for reporting material variances shall be 10% or \$100,000, whichever is the greater.

Voting Requirements: Absolute Majority

Carried: 7/0

Moved: Cr Mudie

Seconded: Cr Leighton

Res: 113/20

**Part G – Rates Exemption**

That pursuant to section 6.47 of the *Local Government Act*, and in keeping with past years, the 2020/21 rates on the following properties be waived to encourage these community organisations:

- Assessment A14326 – 62 Esplanade – CWA of Hopetoun
- Assessment A11670 – 75 Spence Street – Baptist Union of WA Inc.
- Assessment A11569 – 23 Dunn Street – Diocesan Trustees of Bunbury Inc.
- Assessment A11697 – 25 Dunn Street – Diocesan Trustees of Bunbury Inc.
- Assessment A430 – 21 Dunn Street – Diocesan Trustees of Bunbury Inc.
- Assessment A321 – 23 Morrell Street – St Johns Ambulance Australia Munglinup Sub Centre

- **Assessment A611 – 21 Morgans Street – St Johns Ambulance Australia Ravensthorpe Sub Centre**
- **Assessment A776 – 49 Esplanade – The Roman Catholic Bishop of Bunbury**
- **Assessment A589 – 38 Kingsmill Street – The Uniting Church in Australia Property Trust WA**
- **Assessment A636 – 51 Morgans Street – Ravensthorpe Community Centre**
- **Assessment A13375 – 16 Chambers Street – Hopetoun Progress Association**

**Subject to eligibility of exemption being reviewed.**

**Voting Requirements: Absolute Majority**

**Carried: 7/0**

The Chief Executive Officer and the Shire President took the opportunity to thank the Director Corporate and Community Services, Shire Staff and the Financial Consultants on the Budget Preparation.

Unconfirmed

## 5.2 Appointment of Bush Fire Control Officers and Fire Break Notice 2020/21

<b>File Reference:</b>	<b>ES.EM.1</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Ravensthorpe Bush Fire Advisory Committee</b>
<b>Author:</b>	<b>Manager Governance and Special Projects</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>28 August 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Fire Break Notice 2020/21 – Attachment Blue Appointment of Bush Fire Control Officers – Attachment Green</b>
<b>Previous Reference:</b>	<b>Item 15.2 – 16 June 2020</b>

### **Summary:**

This report recommends Council adopt the Firebreak Break Notice 2020/21 as well as the appointment of authorised Bush Fire Control Officers prior to Government Gazettal.

### **Background:**

Each year Council is required to adopt its Firebreak Notice as well as appointing its Bush Fire Control Officers.

### **Comment:**

The Bush Fire Advisory Committee has reviewed and put forward a recommendation on the Brigade Structure and requirements to be placed on the community as part of the Firebreak Notice in readiness for the 2020/21 fire season.

### **Consultation:**

Elected Members.  
Executive Team.  
Ravensthorpe Bush Fire Advisory Committee.  
Department of Fire and Emergency Services.

### **Statutory Environment:**

S.67 of the *Bush Fire Act 1954* allows for the establishment of an Advisory Committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control.

In accordance with clause 3.12 of the Shire of Ravensthorpe Bushfire Brigades Local Law 2010, when considering persons for the position of a bush fire control officer, the Council is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

### **Policy Implications:**

Council Policy "LO2 - Shire of Ravensthorpe Bush Fire Advisory Committee (BFAC)" promotes and encourages volunteerism and making the Shire of Ravensthorpe a safe community by managing fire risk.

### **Financial Implications:**

Nominal costs are associated with the publishing of the Government Gazette through the State Law Publisher.

### **Strategic Implications:**

Nil.

**Sustainability Implications:**

- **Environmental:** There are no known significant environmental considerations as the leased area has already been cleared.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant social considerations.

**Risk Implications:**

Risk	Low (3)
Risk Likelihood (based on history and with existing controls)	Low (3)
Risk Impact / Consequence	Low (3)
Risk Rating (Prior to Treatment or Control)	Low (3)
Principal Risk Theme	Low (3)
Risk Action Plan (Controls or Treatment Proposed)	Low (3)

**Risk Matrix:**

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 3 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Moved: Cr Goldfinch**

**Seconded: Cr Major**

**Res: 114/20**

**Decision**

**That Council;**

1. **Endorses the Shire of Ravensthorpe Bush Firebreak Notice 2020/21 as detailed in Attachment Blue; and**
2. **Authorises the appointment of the Shire of Ravensthorpe Bush Fire Control Officers as detailed in Attachment Green.**

**Voting Requirements: Absolute Majority**

**Carried: 7/0**



**6. Matters Behind Closed Doors**

Nil.

**7. Closure of Meeting**

The Presiding Member declared the meeting closed at 6.40pm.

Unconfirmed

# ATTACHMENT

# Deed of Variation Ravensthorpe Hopetoun Future Fund Deed

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Shire of Ravensthorpe



**McLEODS**

Barristers & Solicitors

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Ref: ND:RAVE:31372

# Copyright notice

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# Details

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## Party

### **Shire of Ravensthorpe**

ABN 52 674 538 418 of 65 Morgans Street, Ravensthorpe, Western Australia, 6346  
(Trustee)

## Background

- A The Trust was established under the Trust Deed.
- B The Trustee, on a recommendation of the Board, amends the Trust Deed as set out in this Deed of Variation.

# Agreed terms

---

## 1. Defined terms and interpretation

### 1.1 Defined terms

- (1) In this Deed of Variation, unless the contrary intention appears –

**Trust Deed** means the trust deed dated 28 January 2010 between Ravensthorpe Nickel Operations Pty Ltd (as the Founder) and the Trustee.

- (2) Terms defined in the Trust Deed have the same meanings when used in this Deed of Variation.

### 1.2 Interpretation

The rules of interpretation set out in the Trust Deed apply to this Deed of Variation.

## 2. Trust Deed amended

- (1) The Trust Deed is amended as set out in this Deed of Variation.

- (2) In the clauses that follow, a reference to a “clause”, “subclause” or “paragraph”, is to a clause, subclause or paragraph of the Trust Deed.

## 3. Amendments to definitions

- (1) The definition of “Area” is in clause 2.1 amended –

- (a) by deleting “geographical area” and substituting –

“district”; and

- (b) by deleting “of Ravensthorpe”.

- (2) The definition of “Shire” in clause 2.1 is amended –

- (a) by deleting “another shire” and substituting –

“another local government”; and

- (b) by deleting “amalgamated shire” and substituting –

“amalgamated local government”.

## 4. Amendments to clause 4.4

Clause 4.4 is amended by adding, immediately after “so long as the” –

“Trustee uses its best endeavours to ensure that, as far as practicable, the”.

## 5. Amendments to clause 5.2

Clause 5.2 is amended by adding after paragraph (i) –

“(ia) pay to a member of the Board:

- (1) reasonable costs or expenses incurred by the Board member in attending a meeting of the Board; and
- (2) a reasonable meeting attendance fee or allowance;”.

## 6. Amendments to clause 7(b)

Clause 7(b) is amended by deleting all words after “in respect of” and substituting –

“payments made to members of the Board under clause 5.2(ia)”.

## 7. Amendments to clause 9.4

Clause 9.4(b) is amended –

- (a) by deleting, immediately after ‘the Board shall’ –  
“at all times”;
- (b) by adding, in clause 9.4(b)(2), immediately after ‘the Shire’ –  
“, *ex officio*”; and
- (c) by adding, in clause 9.4(b)(3), immediately after “the Shire” –  
“, *ex officio*”.

## 8. New clause 9.4A

The Trust Deed is amended by adding, immediately after clause 9.4 –

### **“9.4A Term of office**

- (a) A member appointed under clause 9.4(b)(1) holds office for a period of 4 years, commencing on the day of their appointment, unless a shorter term of office is specified under clause 9.4A(c).
- (b) A member appointed under clause 9.4(b)(4) holds office for a period of 4 years, commencing on the day of their appointment, unless a shorter term of office is specified under clause 9.4A(d).
- (c) The State Government may, when appointing a person as a member under clause 9.4(b)(1), specify a shorter term of office where an appointment for a shorter term is desirable to ensure that –
  - (1) the terms of office of members expire at intervals that will produce continuity of membership; or
  - (2) the terms of office of members expire on dates that afford the convenience of uniformity.
- (d) The Goldfields-Esperance Development Commission may, when appointing a person as a member under clause 9.4(b)(4), specify a shorter term of office where an appointment for a shorter term is desirable to ensure that –
  - (1) the terms of office of members expire at intervals that will produce continuity of membership; or



- (2) the terms of office expire on dates that afford the convenience of uniformity.”

## 9. Amendments to clause 9.5

Clause 9.5 is amended –

- (a) by deleting, in the first line –  
“a”;
- (b) in paragraph (a)(1), by deleting “(1)” and substituting –  
“a”;
- (c) in paragraph (a)(2), by deleting “(2)” and substituting –  
“b”;
- (d) in paragraph (a)(3) –  
(i) by deleting “(3)” and substituting –  
“c”; and  
(ii) by adding, at the end of the paragraph, “or”; and
- (e) in paragraph (a)(4) –  
(i) by deleting “(4)” and substituting –  
“d”; and  
(ii) after “for any reason” –  
(A) by adding “.”; and  
(B) by deleting the remainder of the paragraph; and
- (f) by deleting paragraph (a)(5).

## 10. Amendments to clause 9.9

Clause 9.9 is amended by deleting subclause (b) and substituting –

- “(b) If there are 5 members of the Board (under clause 9.4(b)), a quorum consists of:
- (1) if no member has a material personal interest – 4 members; or
- (2) if one or more members has a material personal interest (and, therefore, cannot participate or vote) – 3 members .
- (ba) If there are 6 members of the Board (under clause 9.4(c)), a quorum consists of:
- (1) if no member has a material personal interest – 5 members; or
- (2) if one or more members has a material personal interest (and, therefore, cannot participate or vote) – 4 members.”

## 11. Amendments to clause 9.11

Clause 9.11 is amended, immediately after “on a particular matter” –

- (a) by deleting –
  - “after two (2) meetings”; and
- (b) by adding –
  - ‘at a meeting of the Board’.

## 12. Amendments to clause 11

Clause 11 is amended by deleting subclauses (b) and (c) and substituting –

- “(b) A member who has a material personal interest in a matter being considered, or about to be considered, by the Board must, as soon as possible after the relevant facts have come to the member’s knowledge, disclose the nature and extent of the interest at a meeting of the Board.
- (c) A disclosure under clause 11(b) is to be recorded in the minutes of the meeting.
- (ca) A member who has a material personal interest in a matter that is being considered by the Board –
  - (1) must not vote, whether at the meeting or otherwise –
    - (A) on the matter; or
    - (B) on a proposed resolution under clause 11(cb) in respect of the matter, whether relating to that member or a different member; and
  - (2) must not be present while –
    - (A) the matter; or
    - (B) a proposed resolution of the kind referred to in clause 11(ca)(i)(B),  
is being considered at a meeting.
- (cb) Clause 11(ca) does not apply if the Board has at any time passed a resolution that –
  - (1) specifies the member, the interest and the matter; and
  - (2) states that the members voting for the resolution are satisfied that the interest should not disqualify the member from considering or voting on the matter”.

## 13. Amendments to clause 14(b)

Clause 14(b)(2) is amended by deleting “travel costs incurred by a member of the Board” and substituting –

“travel or meeting attendance costs or expenses incurred by, or meeting attendance fee or allowance payable to, a member of the Board.”

# Signing page

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**Executed** as a deed 16 September 2020

**THE COMMON SEAL** of the **Shire of Ravensthorpe** is affixed in the presence of -

\_\_\_\_\_  
Shire President

\_\_\_\_\_  
Chief Executive Officer

# ATTACHMENT

# Deed

Ravensthorpe

## Ravensthorpe Hopetoun Future Fund

---

Ravensthorpe Nickel Operations Pty Ltd

The Shire of Ravensthorpe

brett.arnold@freehills.com

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# The agreement

## Trust deed

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Date ►

Between the parties

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Founder	<b>Ravensthorpe Nickel Operations Pty Ltd</b> ABN 75 092 506 584 of Level 16, Central Park, 152-158 St Georges Terrace, Perth, Western Australia
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Trustee	<b>The Shire of Ravensthorpe</b> ABN 52 674 538 418 of PO Box 43, Ravensthorpe, Western Australia
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Background	<ol style="list-style-type: none"><li>1 The Founder wishes to establish a fund for certain public charitable purposes.</li><li>2 The Founder will pay to the Trustee the Settled Sum within 30 days of the execution of this deed to be held by the Trustee on trust for the purposes mentioned in this deed.</li></ol>
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This deed witnesses	that in consideration of, among other things, the mutual promises contained in this deed, the parties agree as set out in the Operative part of this deed.
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1 Name

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The Trust is to be known as Ravensthorpe Hopetoun Future Fund.

2 Definitions and interpretation

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2.1 Definitions

The meanings of the terms used in this document are set out below.

Term	Meaning
Accounting Period	the period from the date of this deed to the following 30 June and then each period of 12 months ending on 30 June in each year, or any other period that the Trustee decides from time to time.
Area	the <a href="#">geographical area</a> <a href="#">district</a> of the Shire of <a href="#">Ravensthorpe</a> as at the date of this deed.
Board	the Board of Governors established under clause 9.
Commissioner	the Commissioner of Taxation, a Second Commissioner of Taxation or a Deputy Commissioner of Taxation for the purposes of the ITAA97.
Eligible Charity	a fund, authority or institution which is charitable at law.
Founder	the person named in this deed as the Founder and any other founder for the time being of the Trust whether original, additional or substituted.
ITAA97	the <i>Income Tax Assessment Act 1997</i> .
Settled Sum	\$5,000,000, to be paid with 30 days of execution of this deed.
Shire	Shire of Ravensthorpe, or if the Shire of Ravensthorpe amalgamates with another <a href="#">shire</a> <a href="#">local government</a> , then that amalgamated <a href="#">shire</a> <a href="#">local government</a> .

<b>Term</b>	<b>Meaning</b>
<b>Specified Income</b>	income of the Trust other than donations, gifts, government grants, and other voluntary transfers of property to the Trust.
<b>Trust</b>	the trust established under this deed
<b>Trust Fund</b>	<ol style="list-style-type: none"> <li>1 the Settled Sum;</li> <li>2 all money, investments and assets paid or transferred to and accepted by the Trustee as additions to the Trust Fund;</li> <li>3 all accretions to the Trust Fund;</li> <li>4 all accumulations of income; and</li> <li>5 the money, investments and property from time to time representing the above or into which they are converted,</li> </ol> and includes any part of the Trust Fund.
<b>Trustee</b>	the person named in this deed as the Trustee and any other trustee for the time being of the Trust whether original, additional or substituted.

## 2.2 Interpretation

In this deed unless the context requires otherwise:

- (a) the singular (including defined terms) includes the plural and the plural includes the singular, and words of any gender include all genders;
- (b) a reference to this deed means this deed as amended, varied or added to;
- (c) a reference to any legislation includes any amendment to that legislation, any consolidation or replacement of that legislation and any subordinate legislation made under it; and
- (d) an expression importing a person includes any company, partnership, joint venture, association, corporation or other body corporate and any government agency as well as an individual.

## 2.3 Headings

Headings are used for convenience only and do not affect the interpretation of this deed.

## 3 Declaration of trust

- (a) The Founder and the Trustee declare that the Trustee will hold the Trust Fund and the income from the Trust Fund on the trusts, with the powers and subject to the provisions in this deed.

- (b) For the avoidance of doubt, the Trustee agrees that the Trust Fund constitutes a trust fund under section 6.9 of the *Local Government Act 1995 (WA)*, and despite section 6.9(4) of that Act, agrees that it will not, even after the Trust Fund has been held on trust for ten (10) years, transfer the Trust Fund to a municipal fund.

## 4 Purpose

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### 4.1 Application of income and capital

- (a) The Trustee must hold the Trust Fund and the income of the Trust Fund derived in each Accounting Period on trust to pay or apply the income and, subject to clause 4.1(b) the capital of the Trust Fund, for the purpose of promoting the amenity of and service to the Area for the benefit of all or a substantial proportion of persons who are ordinarily resident in the Area, including, without limitation, financial support of:
- (1) charitable endeavours that will provide community or welfare benefit to all or a substantial proportion of persons who are ordinarily resident in the Area; and
  - (2) facilities and services that improve the welfare, culture or amenity of all or a substantial proportion of persons ordinarily resident in the Area.
- (b) It is the intention that the capital of the Trust Fund will be maintained for the long term and consequently, it is a requirement of this deed that, so far as is reasonably possible, the Trustee maintain the capital of the Trust Fund at an amount not less than \$4,000,000.
- (c) No part of the Trust Fund or the income may be paid, transferred or distributed, directly or indirectly, by way of dividend, bonus or other profit distribution, to the Trustee, any person on the council of the Trustee or any member of the Board.
- (d) For the avoidance of doubt, clause 4.1(c) does not prohibit the making of a payment to the Trustee, any person on the council of the Trustee or any member of the Board, where that payment is made in accordance with clause 4.1(a), subject to such a payment not contravening any other clause of this deed, including, without limitation, clauses 7 and 14.

### 4.2 Role of Trustee and interaction with Board

- (a) The Trustee must not utilise any monies comprised in the Trust Fund for any purpose, and will have no rights of indemnity in respect thereof, unless expressly provided for in this deed, or supported by a recommendation or proposal from the Board.
- (b) The Trustee is to implement proposals and recommendations made by the Board to the Trustee, unless to do so would be inconsistent with the Trust Deed.

### 4.3 Sub-funds

- (a) If requested to do so by the Board, the Trustee must maintain a management account in respect of gifts of money or property from a particular donor or group of donors
- (b) The management account may be used to record receipts from a donor or group of donors, money received because of those gifts and payments or applications from the management account.
- (c) The donor or group of donors (or persons nominated by the donor or group of donors) may make requests or indicate preferences, as to the name of the management account, and as to the payments or applications from the account.
- (d) The Trustee is under no obligation to comply, and the Trustee may not agree or give an assurance that it will comply, with any request or preference.
- (e) The management account forms part of the Trust Fund and is not a separate fund.

- (f) The management account may not be separately invested or be separately accounted for in the statutory financial statements of the Trust.
- (g) The Trustee may at any time cease to maintain the management account and account for the money and investments in the general accounts for the Trust Fund.
- (h) The Trustee may provide reports of the investments and application of the management account to the donor or group of donors but is not under an obligation to do so.
- (i) The Trustee may formulate rules and policies relating to the maintenance of the management account provided they are not contrary to this Trust Deed or any requirements of the Commissioner.

#### 4.4 Trustee may accumulate income

The Trustee may in any Accounting Period accumulate and retain as part of the Trust Fund so much of the income and capital of the Trust Fund as it thinks fit, so long as the [Trustee uses its best endeavours to ensure that, as far as practicable, the](#) proportion of the Specified Income accumulated in any Accounting Period does not exceed 20% of the Specified Income derived by the Trustee during that period, or any other percentage or amount that is from time to time approved by the Commissioner.

## 5 Trustee's powers

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### 5.1 Investment

The Trustee must invest money of the Trust Fund only in a way in which trustees are permitted to invest under the laws of Australia or of any State or Territory of Australia and only in accordance with an investment policy endorsed by the Board under clause 9.2(a)(2).

### 5.2 Other powers

Subject to the other provisions of this deed, including, without limitation, where the consent of the Board is required under clause 4.2(a) and the obligations of the Trustee not to utilise the Trust Fund for certain expenses in clause 14, the Trustee may:

- (a) change an investment for any others or vary the terms and conditions on which an investment is held;
- (b) sell or otherwise dispose of the whole or any part of the investments or property of the Trust Fund;
- (c) borrow or raise or secure the payment of money in any manner the Trustee thinks fit and secure the repayment of any debt, liability, contract, guarantee or other engagement in any way and, in particular, by mortgage, charge, lien, encumbrance, debenture or other security, fixed or floating, over any present or future asset of any kind and wherever situated;
- (d) take and act on the opinion of a barrister practising in Australia in relation to the interpretation or effect of this deed or any of the trusts or powers of this deed without responsibility for any loss or error resulting from doing so, but this provision does not stop the Trustee from applying to a court of competent jurisdiction;
- (e) take any action the Trustee thinks fit for the adequate protection or insurance of any part of the Trust Fund;
- (f) purchase, draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, and other negotiable or transferable instruments of any kind;

- (g) subject to the trusts of this deed, generally perform any administrative act;
- (h) attract and encourage donations, gifts (by will or otherwise), endowments, trust distributions and other forms of financial assistance to or for the benefit of the Trust;
- (i) employ and pay or provide any benefit for any employee without being responsible for the default of the employee or for any loss occasioned by the employment;
- (ia) pay to a member of the Board:
  - (1) reasonable costs or expenses incurred by the Board member in attending a meeting of the Board; and
  - (2) a reasonable meeting attendance fee or allowance;
- (j) engage and pay any agent, contractor or professional person without being responsible for the default of the agent, contractor or employee or for any loss occasioned by the engagement;
- (k) sponsor, organise and undertake fund raising activities and arrange for the issue of appeals to the public for donations;
- (l) accept as part of the Trust Fund any gifts (by will or otherwise), donations, settlements or other dispositions in money, moneys worth or property to or in favour of the Trust Fund and either retain them in their original form without selling or converting them into money, or invest, apply or deal with them in any way that the Trustee may invest, apply or deal with the Trust Fund under this deed;
- (m) decline or otherwise refuse to accept as part of the Trust Fund any gift (by will or otherwise), donation, settlement or other disposition in money, moneys worth or property;
- (n) manage any real property it holds with all the powers of an absolute owner including, but not limited to, power to allow any Eligible Charity to occupy the property on the terms and conditions the Trustee thinks fit; and
- (o) do all other things incidental to the exercise of the Trustee's powers under this deed.

### 5.3 Powers are supplementary

The powers and discretions in clause 5.2 are to be treated as supplementary or additional to the powers vested in trustees by law.

## 6 Liability for breaches of trust

---

The Trustee, where purporting to act in the exercise of the trusts and powers of this deed, and any officer, agent or employee of the Trustee purporting to exercise powers under this deed, is:

- (a) not liable for any loss or liability; and
- (b) entitled to be indemnified from the Trust Fund in respect of any loss or liability, unless the loss or liability is attributable to:
- (c) the dishonesty of the Trustee (or of the relevant officer, agent or employee of the Trustee); or
- (d) the wilful commission or omission of an act known by the Trustee (or by the relevant officer, agent or employee of the Trustee) to be a fraudulent breach of trust in bad faith.

## 7 Indemnity of Trustee and Board from Trust Fund

---

- (a) The Trustee and any member of the council of the Trustee, is not entitled to be indemnified out of the Trust Fund unless supported by a recommendation or proposal from the Board, and then only in respect of costs and expenses incurred by the Trustee for which the Trustee is not otherwise under this deed not entitled to be reimbursed for or required to pay in its own capacity, including, without limitation, costs and expenses specified under clause 14.
- (b) The Board is not entitled to be indemnified out of the Trust Fund other than in respect of ~~the reasonable travel costs of members of the Board in order to attend Board meetings~~ payments made to members of the Board under clause 5.2(ia).

## 8 Books of account and receipts

---

### 8.1 Trustee to keep accounts

The Trustee must keep or cause to be kept proper accounts in respect of all receipts and payments on account of the Trust Fund and of all dealings connected with the Trust Fund.

### 8.2 Financial statements

- (a) As soon as practicable after the end of each Accounting Period, the Trustee must prepare or cause to be prepared a financial statement showing the financial position of the Trust Fund at the end of that Accounting Period.
- (b) The Trustee must provide the Board with a copy of the financial statements as soon as practicable after they have been prepared.

### 8.3 Audit

- (a) The financial statement must be audited by a person registered, or taken to be registered as an auditor under Part 9.2 of the Corporations Act 2001.
- (b) The Trustee must provide the Board with a copy of the audited financial statement and auditor's report as soon as practicable after they have been finalised.

## 9 Board of Governors

---

### 9.1 Establishment

The Trustee must establish a Board of Governors in accordance with the terms of this clause 9.

### 9.2 Purpose

- (a) The purpose of the Board is to have the following role and responsibilities in respect of the Trust Fund:
- (1) to seek submissions from the community, and to develop and submit to the Trustee proposals for payments from the Trust Fund in furtherance of the purposes in clause 4; and

- (2) to develop an investment policy and to otherwise review and make recommendations to the Trustee in relation to the Trustee's plans to invest the moneys comprised in the Trust Fund.
- (b) In performing its role under clause 9.2(a), the Board is to have regard to the Shire's strategic plan adopted by the Trustee, to the extent such strategic plan is applicable to the Area.

### 9.3 Trustee to provide reports on administration of Trust Fund

To assist the Board in its role, the Trustee must provide to the Board periodic reports in relation to the administration of the Trust Fund, including without limitation, the audited financial statements of the Trust Fund.

### 9.4 Composition

- (a) The initial Board shall be those persons set out in Schedule 1.
- (b) Subject to clause 9.4(c), the Board shall ~~at all times~~ be comprised of five (5) members as follows:
  - (1) a nominee appointed by the State Government (initially by the Goldfields-Esperance Development Commission on behalf of the State Government), being a person who is not ordinarily resident in the Area and who has no actual or potential conflicts of interest with any activities associated with the Trust or the Shire;
  - (2) the President of the Shire, *ex officio*;
  - (3) the Chief Executive Officer of the Shire, *ex officio*; and
  - (4) two (2) persons appointed under an election process governed by the Goldfields-Esperance Development Commission who are ordinarily resident within the Area, but who are not employees or Councillors of local government representing the Area and are not and have not been within the ten (10) years prior to their appointment the Chief Executive Officer of local government representing the Area or the President of the Ravensthorpe Regional Chamber of Commerce, and who in all cases have no actual or potential conflicts of interest with any activities associated with the Trust or the Shire.
- (c) If the Shire amalgamates with another local government then the Board shall be increased to six (6) members and clause 9.4(b)(4) shall be replaced with the following clause:

Three (3) persons appointed under an election process governed by the Goldfields-Esperance Development Commission who are ordinarily resident within the Area, but who are not, employees or Councillors of local government representing the Area and are not and have not been within the ten (10) years prior to their appointment the Chief Executive Officer of local government representing the Area or the President of the Ravensthorpe Regional Chamber of Commerce, and who in all cases have no actual or potential conflicts of interest with any activities associated with the Trust or the Shire.

#### 9.4A Term of office

- (a) A member appointed under clause 9.4(b)(1) holds office for a period of 4 years, commencing on the day of their appointment, unless a shorter term of office is specified under clause 9.4A(c).
- (b) A member appointed under clause 9.4(b)(4) holds office for a period of 4 years, commencing on the day of their appointment, unless a shorter term of office is specified under clause 9.4A(d).



- (c) The State government may, when appointing a person as a member under clause 9.4(b)(1), specify a shorter term of office where an appointment for a shorter term is desirable to ensure that –
- (1) the terms of office of members expire at intervals that will produce continuity of membership; or
  - (2) the terms of office expire on dates that afford the convenience of uniformity.
- (d) The Goldfields-Esperance Development Commission may, when appointing a person as a member under clause 9.4(b)(4), specify a shorter term of office where an appointment for a shorter term is desirable to ensure that –
- (1) the terms of office of members expire at intervals that will produce continuity of membership; or
  - ~~(2)~~ the terms of office expire on dates that afford the convenience of uniformity.

## 9.5 Vacation of office

With the exception of the President of the Shire and the Chief Executive Officer of the Shire, a member's position on the Board becomes vacant:

- (a) if the member ceases to satisfy the requirements in clause 9.4(b) (including where modified by clause 9.4(c)) pursuant to which the member was appointed to the Board, including where, for the avoidance of doubt, the member's nomination is withdrawn or the member ceases to be ordinarily resident within the Area or becomes an employee or Councillor or Chief Executive Officer of the local government representing the Area, or becomes the President of the Ravensthorpe Regional Chamber of Commerce;
- (b) if the member becomes of unsound mind or a person who is, or whose estate is, liable to be dealt with in any way under the law relating to mental health;
- (c) if the member resigns by written notice to the Board; or
- (d) if the member is unable or unwilling to participate in Board meetings, as evidenced by not attending any Board meetings over a 12-month period in person, for any reason; ~~and~~
  - (1) ~~four (4) years after the execution of this deed, and every four (4) years thereafter.~~
- ~~(e) In the case of President of the Shire and the Chief Executive Officer of the Shire, their position as a member of the Board becomes vacant if they cease to be, as applicable, the President of the Shire or the Chief Executive Officer of the Shire.~~

## 9.6 Proceedings of the Board

- (a) The Board may meet together and adjourn and otherwise regulate their meetings as they think fit, save that the Board is required to meet not less than twice each Accounting Period to discharge its role and responsibilities.
- (b) The contemporaneous linking together by telephone or other electronic means of a sufficient number of the Board to constitute a quorum constitutes a meeting of the Board. All the provisions in this deed relating to meetings of the Board apply, so far as they can and with any necessary changes, to meetings of the Board by telephone or other electronic means.
- (c) A member of the Board who takes part in a meeting by telephone or other electronic means is taken to be present in person at the meeting.
- (d) A meeting by telephone or other electronic means is taken as held at the place decided by the chairperson of the meeting, as long as at least one of the members of the Board involved was at that place for the duration of the meeting.

- (e) If, before or during the meeting, any technical difficulty occurs as a result of which one or more members of the Board cease to participate, the chairperson must adjourn the meeting until the difficulty is remedied.

### 9.7 Convening meetings of the Board

A member of the Board may convene a meeting of the Board whenever he or she thinks fit.

### 9.8 Notice of meetings of the Board

- (a) Notice of a meeting of the Board must be given to each person who is at the time of giving the notice a member of the Board.
- (b) A notice of a meeting of the Board:
- (1) must specify the time and place of the meeting;
  - (2) need not state the nature of the business to be transacted at the meeting;
  - (3) may be given immediately before the meeting; and
  - (4) may be given in person or by post, telephone, fax or other electronic means.
- (c) A member of the Board may waive notice of a meeting of the Board by notifying the Board to that effect in person or by post, telephone, fax or other electronic means.
- (d) The non-receipt of notice of a meeting of the Board by, or a failure to give notice of a meeting of the Board to, a member does not invalidate any thing done or resolution passed at the meeting if:
- (1) the non-receipt or failure occurred by accident or error;
  - (2) the member has waived or waives notice of that meeting under clause 9.8(c) before or after the meeting;
  - (3) the member has notified or notifies the Board of his or her agreement to that thing or resolution personally or by post, telephone, fax or other electronic means before or after the meeting; or
  - (4) the member attended the meeting.
- (e) Attendance by a person at a meeting of the Board waives any objection which that person may have to a failure to give notice of the meeting.

### 9.9 Quorum at meetings of the Board

- (a) No business may be transacted at a meeting of the Board unless a quorum of members is present at the time the business is dealt with.
- (b) If there are 5 members of the Board (under clause 9.4(b)), a quorum consists of:
- (1) if no member has a material personal interest – 4 members; or
  - (2) if one or more members has a material personal interest (and, therefore, cannot participate or vote) – 3 the members of the Board.
- (ba) If there are 6 members of the Board (under clause 9.4(c)), a quorum consists of:
- (1) if no member has a material personal interest – 5 members; or
  - (2) if one or more members has a material personal interest (and, therefore, cannot participate or vote) – 4 members .
- (b)(c) If the number of members of the Board at any time is not sufficient to constitute a quorum, the remaining members must act as soon as possible to take appropriate action

to have additional members appointed and, until that has happened, may only act if and to the extent that there is an emergency requiring them to act.

### 9.10 Chairperson of the Board

- (a) The chairperson of the Board is the nominee appointed by the State Government under clause 9.4(b)(1).
- (b) The chairperson of the Board must preside as chairperson at each meeting of the Board if present within 10 minutes after the time appointed for the meeting and willing to act.
- (c) If there is no chairperson of the Board or both the conditions in clause 9.10(b) have not been met, the members of the Board present must elect one of the members as chairperson of the meeting.

### 9.11 Decisions of the Board

The Board must use all reasonable endeavours to decide matters by consensus of those members of the Board not prohibiting from voting on the matter. If consensus is not reached on a particular matter ~~at a meeting of the Board~~~~after two (2) meetings~~, the matter may be decided by a majority vote of four (4) of the members of the Board.

### 9.12 Disputes between the Trustee and the Board

- (a) In the event of any disagreement between the Board and the Trustee which cannot be resolve by mutual agreement, either party may refer that matter for determination to a person appointed by the Director General of the Western Australian Department of Local Government.
- (b) The determination by the nominated person is, in the absence of manifest error, final and binding on the parties and a party must not commence court proceedings or arbitration in relation to the dispute.
- (c) The expert appointed under this clause 9.12 acts as an expert and not as an arbitrator.

## 10 Founder

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### 10.1 Reserved rights of Founder

Notwithstanding anything else in this deed, the Founder reserves its rights, or is otherwise given the power to:

- (a) require an audit of the Trust Fund;
- (b) receive or require the production of reports by the Trustee or the Board in relation to the Trust Fund;
- (c) seek the removal of the Trustee or the Board in the event of a breach of this deed; and
- (d) to attend meetings of the Board by way of an authorised representative in a non-voting capacity.

### 10.2 Appointment of replacement or additional Founder

- (a) The Founder may, at any time, resign from its position as Founder of the Trust Fund but must, prior to its resignation, appoint a person as the new Founder of the Trust Fund.

- (b) The Founder may also, without resigning from its position as Founder of the Trust Fund, appoint an additional Founder with such powers, separate to its own and only to the extent it is a power of the Founder, as specified by the appointing Founder.
- (c) The Founder is not in any way restricted as to who it may appoint as a new Founder of the Trust Fund but any such appointment must be in writing.

## 11 Conflicts of interest – Trustee and Board

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- (a) References in this clause to a 'member' includes, as applicable in the context, either or both of a member/Councillor of the Trustee and a member of the Board.
- (b) A member who has a material personal interest in a matter being considered, or about to be considered, by the Board must, as soon as possible after the relevant facts have come to the member's knowledge, disclose the nature and extent of the interest at a meeting of the Board.
- (c) A disclosure under clause 11(b) is to be recorded in the minutes of the meeting.
- (ca) A member who has a material personal interest in a matter that is being considered by the Board –
  - (1) must not vote, whether at the meeting or otherwise –
    - (A) on the matter; or
    - (B) on a proposed resolution under clause 11(cb) in respect of the matter, whether relating to that member or a different member; and
  - (2) must not be present while –
    - (A) the matter; or
    - (B) a proposed resolution of the kind referred to in clause 11(ca)(i)(B), is being considered at a meeting.
- (cb) Clause 11(ca) does not apply if the Board has at any time passed a resolution that –
  - (1) specifies the member, the interest and the matter; and
  - (4)(2) states that the members voting for the resolution are satisfied that the interest should not disqualify the member from considering or voting on the matter'.
- ~~(b) The Board must make regulations requiring the disclosure of interests that a member of the Board or a member of the Trustee, and any person considered by the Board as related to or associated with the member, may have in any matter concerning the Trust. Any regulations made bind all members but no act, transaction, agreement, instrument, resolution or other thing with a third party is invalid or voidable only because a member fails to comply with the regulations.~~
- ~~(c) A member who has a material personal interest in a matter that is being considered at a Trustee or Board meeting must not:~~
  - ~~(1) be present while the matter is being considered at the meeting; or~~
  - ~~(2) vote on the matter.~~
- (d) A member is not disqualified from contracting or entering into an arrangement with the Trust as vendor, purchaser or in another capacity, merely because the member holds office as a member.
- (e) A contract or arrangement entered into by or on behalf of the Trust in which a member is in any way interested is not invalid or voidable merely because the member holds office as a member.

- (f) A member who is interested in any arrangement involving the Trust is not liable to account to the Trust for any profit realised under the arrangement merely because the member holds office as a member, provided that the member complies with the disclosure requirements applicable to the member under any regulations adopted by the Board.
- (g) A member may hold any other office or position (except Auditor) in the Trust or any related body corporate in conjunction with his or her membership and may be appointed to that office or position on terms (including remuneration and tenure) the members decide.

## 12 Patrons

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The Trustee may appoint any persons it thinks fit as patrons of the Trust.

## 13 Amending this deed

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The Trustee may, but only on a recommendation of the Board, by deed revoke, add to or vary any of the provisions of this deed, so long as:

- (a) no part of the Trust Fund or the income of the Trust Fund becomes subject to any trusts other than public charitable trusts; and
- (b) unless the Commissioner has consented to the revocation, addition or variation:
  - (1) no part of the Trust Fund or the income of the Trust Fund becomes subject to trusts other than trusts for the provision of money, property or benefits to or for charitable purposes;
  - (2) no amendment is made to or affecting clause 4.4;
  - (3) no amendment is made which authorises the Trustee to invest money of the Trust Fund other than in a manner in which trustees are permitted to invest under the laws of Australia or of any State or Territory of Australia;
  - (4) no amendment is made to this clause 13 so as to permit this deed to be amended in a manner prohibited by clauses 13(b)(1), (2) or (3); and
  - (5) the Trustee notifies the Commissioner of the amendment.

## 14 Trustee not to be remunerated and to provide administrative support

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- (a) The Trustee and members of the Council of the Trustee may not charge any fee or be paid any remuneration for acting as Trustee or administering the Trust Fund.
- (b) The Trustee, in its capacity as the Shire of Ravensthorpe, must provide free of charge to the Trust support and services, including the funding of costs and expenses associated with that support and services, required by the Trust and the Board to administer the Trust Fund, including without limitation:
  - (1) preparation of financial statements and audit in accordance with statutory requirements and the requirements of this deed;
  - (2) provision of a venue for meetings of the Board and all other costs incurred in connection with such meetings other than any travel [or meeting attendance](#)

costs or expenses incurred by, or meeting attendance fee or allowance payable to, by a member of the Board;

- (3) secretariat services to the Trust, including handling of inward and outward correspondence, phone enquiries and the provision of a web page;
  - (4) services and support, including advertising, selection and notification costs, associated with the soliciting of ideas for projects from the community that the Trust may fund;
  - (5) any taxation administration necessary to have the Trust endorsed as exempt from income tax under Division 50 of the ITAA97, and thereafter to ensure the Trust remains compliant with all taxation laws, including income tax and GST; and
  - (6) any administration necessary to implement changes to the Board in the event of resignation or removal of any member.
- (c) To the extent the Trustee is required to provide support and services under this clause 14, the Trust Fund cannot, despite anything else in this deed, be used for that purpose.

## 15 General

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### 15.1 Receipts by others

The receipt of the person purporting to be the treasurer, secretary or other proper officer of any recipient of a payment or application of income or capital from the Trust Fund under this deed is a sufficient discharge to the Trustee and the Trustee need not see to the application of the payment or application.

### 15.2 Trustee's discretion

Except where there is an express contrary provision in this deed, every discretion given to the Trustee is absolute and uncontrolled and every power given to it is exercisable at its absolute and uncontrolled discretion.

### 15.3 Delegation of powers

The Trustee may by power of attorney or otherwise delegate to any person any of the discretionary or other powers given to it under this deed. The execution or exercise of any of the trusts or powers of this deed by an attorney or delegate is valid and effectual and binds all persons interested in the Trust Fund.

### 15.4 Trustee's receipts

The Trustee may receive capital and other money and give valid receipts for all purposes including:

- (a) those of any statute; and
  - (b) the receipt of any capital money which may or may not be deemed to be capital money for the purposes of any law relating to settled land,
- and even if the Trustee is a sole trustee.

### 15.5 Trustee's decisions

The Trustee may decide, or must if requested to do so by the Board:

- (a) whether any money is to be considered as capital or income;
- (b) whether any expense, outgoing or other payment ought to be paid out of capital or income; and
- (c) all questions and matters of doubt arising in the execution of the trusts of this deed.

Every decision on these matters, whether made on a question actually raised or implied in the acts or proceedings of the Trustee, is conclusive and binds all persons interested under this deed.

## 16 Winding up

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If, on the winding up of the Trust, any property remains after the satisfaction of all its debts and liabilities, the Trustee must give and transfer the property to or for one or more Eligible Charities, as the Trustee decides.

## 17 Governing law

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This deed is governed by the laws of Western Australia.

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<u>Initial Board of Governors</u>	<u>17</u>
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Initial Board of Governors

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Executed as a deed

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**Founder**

Executed by  
**Ravensthorpe Nickel Operations Pty Ltd**  
in accordance with Section 127(1) of the Corporations Act

*sign here* ► \_\_\_\_\_  
Company Secretary/Director

*print name* \_\_\_\_\_

*sign here* ► \_\_\_\_\_  
Director

*print name* \_\_\_\_\_

---

**Trustee**

The common seal of the  
**Shire of Ravensthorpe**  
was hereunto affixed by the Chief Executive Officer in the presence of:

*sign here* ► \_\_\_\_\_  
Chief Executive Officer

*print name* \_\_\_\_\_

*sign here* ► \_\_\_\_\_  
Shire President

*print name* \_\_\_\_\_



**ATTACHMENT**

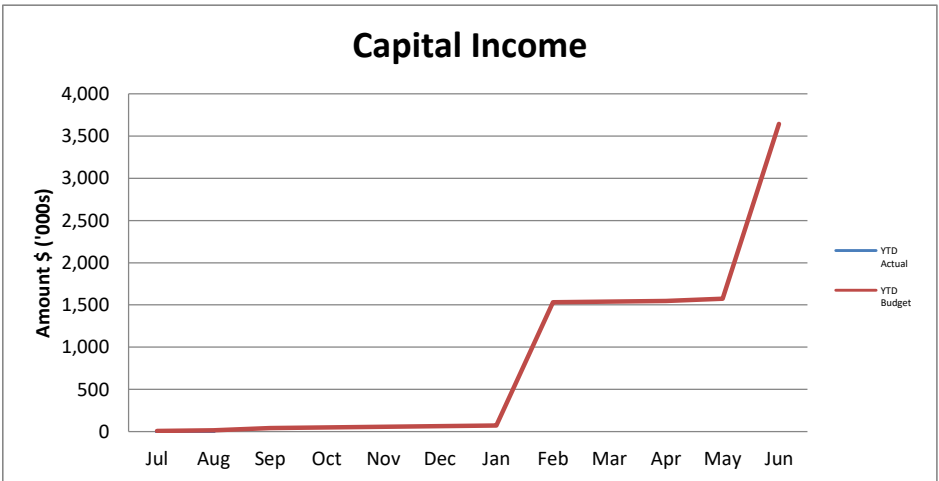
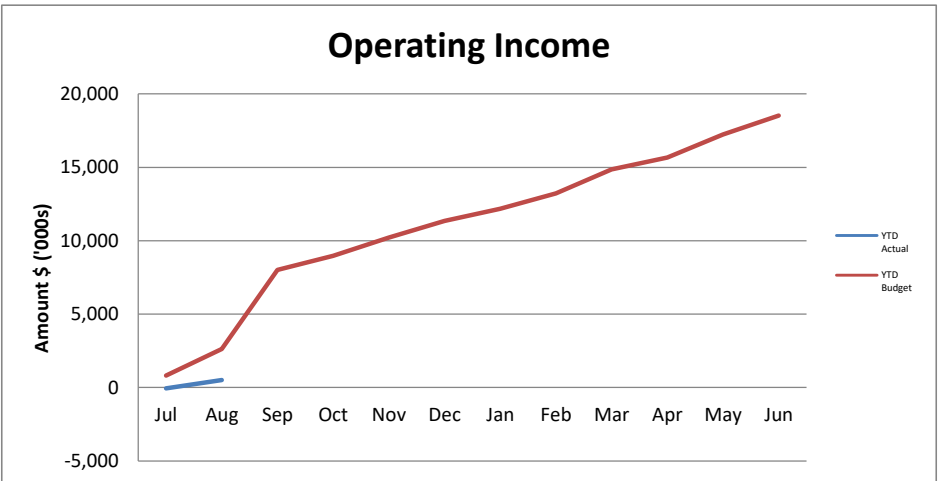
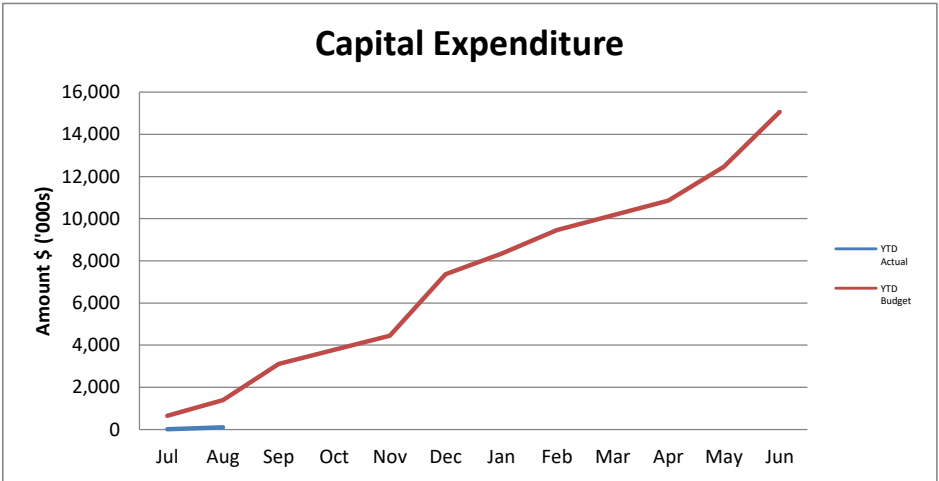
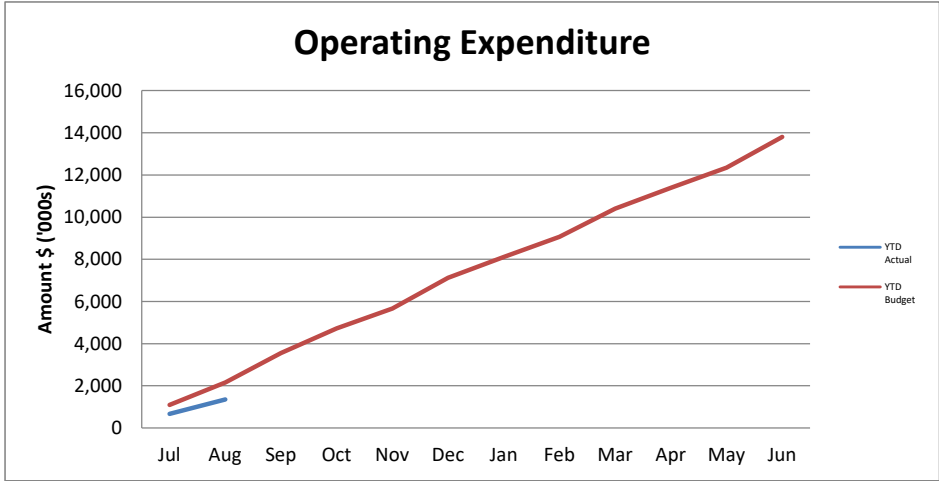


**SHIRE OF RAVENSTHORPE**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 AUGUST 2020**

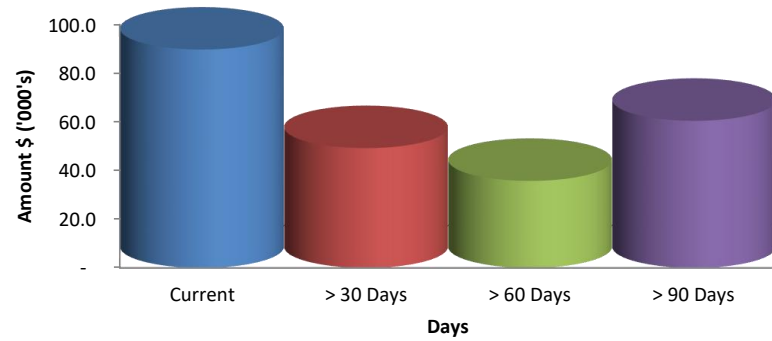
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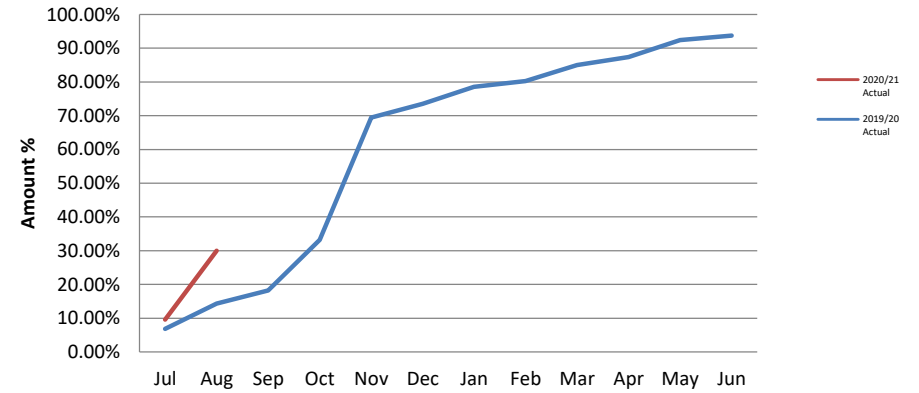
# Income and Expenditure Graphs to 31 August 2020



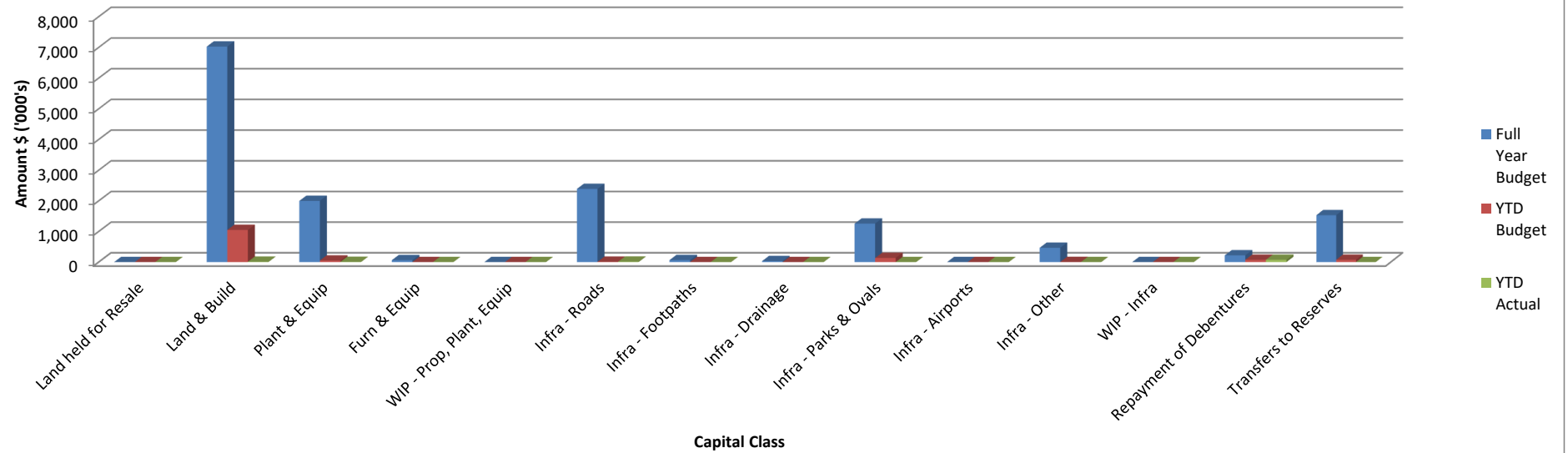
### Sundry Debtors Amount O/S



### Rates % Collected



### Capital Expenditure



**SHIRE OF RAVENSTHORPE**  
**SHIRE OF RAVENSTHORPE**  
**STATEMENT OF FINANCIAL ACTIVITY**

FOR THE PERIOD ENDED 31 AUGUST 2020

	NOTE	2020/21 Adopted Budget \$	2020/21 Revised Budget \$	AUGUST 2020 Y-T-D Budget \$	AUGUST 2020 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
<b>Operating</b>								
<b>Revenues/Sources</b>								
Governance		20,000	20,000	3,332	0	(3,332)	0.00%	
General Purpose Funding		1,049,356	1,049,356	232,071	329,062	96,991	141.79%	
Law, Order, Public Safety		377,790	377,790	40,136	195,726	155,590	487.66%	▲
Health		15,500	15,500	1,694	0	(1,694)	0.00%	
Education and Welfare		1,264,965	1,264,965	244,885	86,131	(158,754)	35.17%	▲
Housing		5,200	5,200	701	800	99	114.12%	
Community Amenities		954,474	954,474	617,504	4,776	(612,728)	0.77%	
Recreation and Culture		7,268,967	7,268,967	1,213,868	34,818	(1,179,050)	2.87%	
Transport		2,299,852	2,299,852	203,360	(341,731)	(545,091)	(168.04%)	▼
Economic Services		341,468	341,468	6,986	138,041	131,055	1975.97%	▲
Other Property and Services		470,345	470,345	70,898	69,674	(1,224)	98.27%	
		<u>14,067,917</u>	<u>14,067,917</u>	<u>2,635,435</u>	<u>517,297</u>	<u>(2,118,138)</u>	<u>19.63%</u>	
<b>(Expenses)/(Applications)</b>								
Governance		(965,894)	(965,894)	(118,255)	(38,944)	79,311	(32.93%)	
General Purpose Funding		(297,378)	(297,378)	(49,352)	(1,144)	48,208	(2.32%)	
Law, Order, Public Safety		(859,619)	(859,619)	(127,247)	(248,282)	(121,035)	(195.12%)	▲
Health		(325,386)	(325,386)	(45,660)	(32,957)	12,703	(72.18%)	
Education and Welfare		(1,082,697)	(1,082,697)	(160,361)	(118,052)	42,309	(73.62%)	
Housing		(251,223)	(251,223)	(46,536)	(15,226)	13,310	(32.72%)	
Community Amenities		(1,644,078)	(1,644,078)	(248,127)	(108,285)	139,842	(43.64%)	▲
Recreation & Culture		(1,962,721)	(1,962,721)	(284,030)	(128,705)	155,325	(45.31%)	▲
Transport		(5,209,942)	(5,209,942)	(837,830)	(197,833)	639,997	(23.61%)	▲
Economic Services		(709,314)	(709,314)	(133,147)	(17,112)	116,035	(12.85%)	▲
Other Property and Services		(494,993)	(494,993)	(100,213)	(446,285)	(346,072)	(445.34%)	▲
		<u>(13,803,245)</u>	<u>(13,803,245)</u>	<u>(2,150,758)</u>	<u>(1,352,825)</u>	<u>797,933</u>	<u>(62.90%)</u>	
<b>Net Operating Result Excluding Rates</b>		<b>264,672</b>	<b>264,672</b>	<b>484,677</b>	<b>(835,528)</b>	<b>(1,320,205)</b>	<b>(172.39%)</b>	
<b>Adjustments for Non-Cash</b>								
<b>(Revenue) and Expenditure</b>								
(Profit)/Loss on Asset Disposals	2	177,500	177,500	(166)	0	166	0.00%	
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0	0.00%	
Movement in Employee Benefit Provisions		0	0	0	0	0	0.00%	
Rounding		0	0	0	0	0	0.00%	
Depreciation on Assets		4,902,716	4,902,716	830,470	0	(830,470)	0.00%	
<b>Capital Revenue and Expenditure</b>								
Purchase of Land and Buildings	1	(7,024,071)	(7,024,071)	(1,046,838)	(10,179)	1,036,659	(0.97%)	
Purchase of Furniture & Equipment	1	(61,600)	(61,600)	0	0	0	0.00%	
Purchase of Plant & Equipment	1	(1,996,000)	(1,996,000)	(49,166)	(4,986)	44,180	(10.14%)	
Purchase of WIP - PP & E	1	0	0	0	0	0	0.00%	
Purchase of Infrastructure Assets - Roads	1	(2,387,022)	(2,387,022)	(8,664)	(11,383)	(2,719)	(131.38%)	
Purchase of Infrastructure Assets - Footpaths	1	(63,250)	(63,250)	0	0	0	0.00%	
Purchase of Infrastructure Assets - Drainage	1	(30,000)	(30,000)	0	0	0	0.00%	
Purchase of Infrastructure Assets - Parks & Ovals	1	(1,254,217)	(1,254,217)	(132,524)	0	132,524	0.00%	
Purchase of Infrastructure Assets - Airports	1	(32,200)	(32,200)	0	0	0	0.00%	
Purchase of Infrastructure Assets - Other	1	(464,360)	(464,360)	(1,560)	0	1,560	0.00%	
Proceeds from Disposal of Assets	2	393,500	393,500	15,332	0	(15,332)	0.00%	
Repayment of Leases	2	(121,000)	(121,000)	0	0	0	0.00%	
Repayment of Debentures	3	(218,282)	(218,282)	(74,326)	(73,639)	687	(99.08%)	
Transfers to Restricted Assets (Reserves)	4	(1,530,000)	(1,530,000)	(75,000)	0	75,000	0.00%	
Transfers from Restricted Asset (Reserves)	4	3,249,410	3,249,410	0	0	0	0.00%	
Net Current Assets July 1 B/Fwd	5	1,739,505	1,739,505	1,739,505	1,739,505	0	(100.00%)	
Net Current Assets Year End/To date	5	<u>0</u>	<u>0</u>	<u>1,682,586</u>	<u>803,791</u>	<u>(878,795)</u>	<u>(47.77%)</u>	
<b>Amount Raised from Rates</b>		<u><b>(4,454,699)</b></u>	<u><b>(4,454,699)</b></u>	<u><b>(846)</b></u>	<u><b>(1)</b></u>	<u><b>845</b></u>	<u><b>0.12%</b></u>	

This statement is to be read in conjunction with the accompanying notes.

**Material Variances Symbol**

Above Budget Expectations                   Greater than 10% and \$100,000  
Below Budget Expectations                   Less than 10% and \$100,000

▲  
▼



## Purpose

The purpose of the Monthly Variance Report is to highlight circumstances where there is a major variance from the YTD Monthly Budget and YTD Actual figures. These variances can occur because of a change in timing of the activity, circumstances change (e.g. a grants were budgeted for but was not received) or changes to the original budget projections. The Report is designed to highlight these issues and explain the reason for the variance.

### The Materiality variance adopted by Council is:

Actual Variance exceeding 10% of YTD Budget or \$100,000 whichever is the lesser.

## REPORTABLE OPERATING REVENUE VARIATIONS

### 05 - Law, Order & Public Safety

Variance relates to 19/20 Unspent Grant Funding for Bushfire Mitigation that was accrued to 20/21 and returned to DFES once the project was completed.

### 07 - Health

Timing Issue, Budget is spread out equally through the year, however the main income payments are annual fees due to be raised in September

### 08 - Education & Welfare

Timing Issue, Sustainability Grants are due for partial payment in September and Childcare Income reduced during July due to the Free Childcare Scheme in effect until mid-July. Childcare Attendances are improving for both centres.

### 09 - Housing

Income from Housing is slightly up in August due to the Pro-Rata Budget not completely aligning with the number of fortnights rental due in each month. Rental payments are on track.

### 10 - Community Amenities

Variance is due to the timing of the Budget Adoption and Rates then being raised in September.

### 11 - Recreation & Culture

Timing Issue with Major Grant Projects such as DCP Oval Irrigation and Cultural Precinct unable to fully commence until Budget Adoption and finalisation of Grant Agreements

### 12 - Transport

Timing Issue with final WANDRRA Flood Damage Claim received in early September to offset the EOY Accrual

### 13 - Economic Services

Timing Issue with DAWE Grant not budgeted until January however paid in July

## REPORTABLE OPERATING EXPENSE VARIATIONS

### 03 - General Purpose

Timing Issue with the Admin Allocation & Depreciation not yet run due to recent Budget Adoption

### 04 - Governance

Timing Issue with the Admin Allocation & Depreciation not yet run due to recent Budget Adoption

### 05 - Law, Order & Public Safety

Variance relates to 19/20 Unspent Grant Funding for Bushfire Mitigation that was accrued to 20/21 and returned to DFES once the project was completed.

Timing Issue with the Admin Allocation & Depreciation not yet run due to recent Budget Adoption

### 07 - Health

Timing Issue with the Admin Allocation & Depreciation not yet run due to recent Budget Adoption

### 08 - Education & Welfare

Timing Issue with the Admin Allocation & Depreciation not yet run due to recent Budget Adoption

### 09 - Housing

Timing Issue with the Admin Allocation & Depreciation not yet run due to recent Budget Adoption  
Maintenance Projects placed on hold until Budget Adoption

### 10 - Community Amenities

Timing Issue with the Admin Allocation & Depreciation not yet run due to recent Budget Adoption  
Maintenance Projects placed on hold until Budget Adoption

### 11 - Recreation & Culture

Timing Issue with the Admin Allocation & Depreciation not yet run due to recent Budget Adoption  
Maintenance Projects placed on hold until Budget Adoption

### 12 - Transport

Timing Issue with the Admin Allocation & Depreciation not yet run due to recent Budget Adoption  
Maintenance Projects placed on hold until Budget Adoption

### 13 - Economic Services

Timing Issue with the Admin Allocation & Depreciation not yet run due to recent Budget Adoption  
Hopetoun Roundabout and Entry Statement Project Budgeted for completion in August, however not yet started due to timing of Budget Adoption

### 14 - Other Property & Services

Timing issue with YTD Budget for Administration spread over whole Financial Year, however Allocation not yet run. Overheads allocated to work are also lower than YTD Budget.

## REPORTABLE NON-CASH VARIATIONS

Depreciation and Admin Allocations have not yet been run for 2020/2021 due to the timing of the recent Budget Adoption.

## REPORTABLE CAPITAL EXPENSE VARIATIONS

**SHIRE OF RAVENSTHORPE  
FOR THE PERIOD ENDED 31 AUGUST 2020  
Report on Significant variances Greater than 10% and \$100,000**

Due to the timing of the recent Budget Adoption, Capital Works have been delayed while the Capital Jobs have been finalised.

**REPORTABLE CAPITAL INCOME VARIATIONS**

## SHIRE OF RAVENSTHORPE

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

## FOR THE PERIOD ENDED 31 AUGUST 2020

	2020/21 Adopted Budget \$	2020/21 Revised Budget \$	2020/21 YTD Budget \$	AUGUST 2020 Actual \$
<b>1. ACQUISITION OF ASSETS</b>				
The following assets have been acquired during the period under review:				
<b><u>By Program</u></b>				
<b>Governance</b>				
<u>Members of Council</u>				
New Council Chairs X 14	0	0	0	0
<b>Law, Order &amp; Public Safety</b>				
<u>Fire Prevention &amp; Control</u>				
Land Sub-Division Hopetoun	0	0	0	0
Water Bomber Tank Upgrade	2,000	2,000	0	2,708
Hopetoun Rural Bushfire Shed	0	0	0	0
<u>Animal Control</u>				
Construct Animal Holding Pen - Hopetoun	10,000	10,000	0	0
<b>Health</b>				
<u>Doctors &amp; Other Health</u>				
Surgery Equipment Replacement	12,000	12,000	0	0
Surgery Upgrade Ravensthorpe - Painting	21,573	21,573	0	0
20/21 Purchase Toyota Hilux - Doctor	55,000	55,000	0	0
Surgery Upgrade - Hopetoun	11,677	11,677	0	0
<b>Education &amp; Welfare</b>				
<u>Child Care Centres</u>				
Little Barrens - Cot And Kindy Room Furniture	6,500	6,500	0	0
Little Barrens - Painting (Lrci Funded)	10,000	10,000	0	0
Little Barrens - Playground Upgrade	100,000	100,000	0	0
Cub House - Playground Upgrade	80,000	80,000	0	0
<b>Housing</b>				
<u>Staff Housing</u>				
30 Kingsmill Street, Ravensthorpe	40,000	40,000	0	7,471
<b>Community Amenities</b>				
<u>Sanitation - Household Refuse</u>				
Munglinup Waste Site Improvements	9,360	9,360	1,560	0
Ravensthorpe Regional Landfill	250,000	250,000	0	0
<u>Sewerage</u>				
2019/20 Purchase Plant - Sewerage Fencing	10,500	10,500	0	0
Sewerage Trailer And Genset	12,000	12,000	0	0
<u>Other Community Amenities</u>				
Two Mile Ablution Block - Hopetoun (Dcp)	68,200	68,200	0	0
<b>Recreation and Culture</b>				
<u>Other Recreation &amp; Sport</u>				
Hopetoun Sports Pavilion - Timber Sealing	20,400	20,400	0	0
Hopetoun Sports Pavilion, Repair Doors,	258,000	258,000	0	0
Ravensthorpe Rec Centre -	114,149	114,149	0	0
Ravensthorpe Rec Centre - Hot Water System	25,000	25,000	0	0
Skate Park Shade And Seating (Dcp Funded)	8,000	8,000	0	0
Basketball Hoops Near Skatepark Hopetoun	15,000	15,000	0	0
Dual Irrigation - Hopetoun Oval (Dcp And Dsr	282,425	282,425	0	0
Maitland Street Park Playground Upgrade (Dcp	45,000	45,000	0	0
Mcculloch Park Playground Upgrade -	108,642	108,642	0	0
20/21 Purchase Toyota Hilux P&G - Team	45,000	45,000	0	0
20/21 Purchase Toyota Hilux P&G - Hopetoun	45,000	45,000	0	0
20/21 Purchase Case Tractor P&G	90,000	90,000	0	0
20/21 Purchase Toro Zero Turn Mower P&G -	6,000	6,000	0	0
Single Cab Tip Truck	120,000	120,000	0	0
20/21 Purchase Water Tank/Trailer P&G -	10,000	10,000	0	0
<u>Other Culture</u>				
Ravensthorpe Museum	4,500	4,500	0	0
Rcp Architect Services	250,000	250,000	41,666	0

Rcp Consultants Services	237,064	237,064	39,510	0
Rcp Project Management	54,118	54,118	9,018	0
Rcp Building Construction (& Builders	3,928,005	3,928,005	654,666	0
Rcp Project Fees And Charges	41,822	41,822	6,970	0
Rcp Demolition	100,000	100,000	16,666	0
Rcp Contingency	1,435,163	1,435,163	239,192	0
Rcp Utility Services (External Services)	234,900	234,900	39,150	0
Rcp Landscaping And Playground	614,250	614,250	102,374	0
Rcp Public Art	0	0	0	0
Rcp Carpark	180,900	180,900	30,150	0

**Transport**Construction - Roads, Bridges, Depots**Roads Construction Council**

Four Mile Carpark - Construct New Parking	21,500	21,500	0	9,744
Tamarine Road Patch And Seal Repairs (Lrci	75,000	75,000	0	0
Mills Road Construction	0	0	0	0
Mallee Road Construction	271,320	271,320	0	0
Cowel Road Floodway Sealing (Lrci Funded)	14,000	14,000	2,332	0
Fitzgerald Road Floodway Sealing (Lrci	38,000	38,000	6,332	0
Gravel Pit Reinstatement	30,000	30,000	0	0
Gravel Pit Development	20,000	20,000	0	0
<b>Roads Mrwa V Of G Constr</b>				
Hamersley Drive Slk 6.0 To End Of Shire	154,000	154,000	0	0
Jerdacuttup Road Slk 5.2 To 10	216,300	216,300	0	0
Springdale Road Slk 4 To 5.66	100,000	100,000	0	0
Hamersley Drive Bitumen Reseal (Rrg)	0	0	0	1,640

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 AUGUST 2020

1. ACQUISITION OF ASSETS (Continued)	2020/21 Adopted Budget \$	2020/21 Revised Budget \$	2020/21 YTD Budget \$	AUGUST 2020 Actual \$
The following assets have been acquired during the period under review:				
<b>By Program (Continued)</b>				
<b>Transport (Continued)</b>				
<b>Roads To Recovery Construction</b>				
West River Road Gravel Resheet Slk 10.65 To	346,902	346,902	0	0
<b>Footpath Construction</b>				
Hosking Street - Concrete Footpath	30,000	30,000	0	0
Cambewarra Drive Pavement Overlay	33,250	33,250	0	0
<b>Bridges Construction</b>				
Jerdacuttup River Bridge - Springdale Road	1,100,000	1,100,000	0	0
<b>Purchase Land - Roadworks And Depots</b>				
Purchase Depot Block - 1 Moir Road	100,000	100,000	0	0
<b>Purchase Land &amp; Buildings - Roadworks</b>				
Ravensthorpe Depot Office Refit	40,000	40,000	0	0
Hopetoun Depot Mechanic Workshop And	12,000	12,000	0	0
<b>Purchase Furniture &amp; Equipment - Roads</b>				
Depot Office And Workshop Improvements	7,000	7,000	0	0
Street Furniture - Hopetoun (Dcp Funded)	10,500	10,500	0	0
<b>Road Plant Purchases</b>				
20/21 Purchase Grader	370,000	370,000	0	0
20/21 Purchase Prime Mover	300,000	300,000	0	0
20/21 Purchase Side Tipper	160,000	160,000	0	0
20/21 Purchase Road Broom	5,000	5,000	0	0
Multi Tyre Roller	160,000	160,000	0	0
14.6M Tri Axle Low Loader	200,000	200,000	0	0
<b>Aerodromes</b>				
20/21 Purchase Toro Mower With Canopy -	35,000	35,000	0	0
Airport Tug	10,000	10,000	0	0
Airport Lighting Upgrade	32,200	32,200	0	0
Runway Reseal	0	0	0	0
<b>Transport Facilities</b>				
Hopetoun Standpipe Upgrade	12,500	12,500	0	0
<b>Economic Services</b>				
<b>Tourism</b>				
Illuminating Silo Art Work (Dcp Funded)	25,000	25,000	0	0
<b>Other Property &amp; Services</b>				
<b>Works</b>				
20/21 Purchase Flat Bed Truck - Bmo	75,000	75,000	12,500	0
20/21 Purchase Toyota Hilux Sign Ute	45,000	45,000	7,500	0
20/21 Purchase Toyota Hilux Maint Grader 1	45,000	45,000	7,500	0
20/21 Purchase Toyota Hilux Maint Grader 2	45,000	45,000	7,500	0
20/21 Purchase Toyota Hilux Leading Hand	45,000	45,000	7,500	0
20/21 Purchase Toyota Hilux Dozer Operator	40,000	40,000	6,666	0
<b>Administration</b>				
20/21 Purchase Toyota Fortuna - Dccs	55,000	55,000	0	0
Computer Upgrades	9,600	9,600	0	0
Office Furniture And Painting	10,000	10,000	0	0
Administration Office Photocopier	6,000	6,000	0	0
Records Sea Container	5,500	5,500	0	0
	<u>13,312,720</u>	<u>13,312,720</u>	<u>1,238,752</u>	<u>26,548</u>
<b>By Class</b>				
Land	100,000	100,000	0	0
Buildings	6,924,071	6,924,071	1,046,838	10,179
Furniture & Equipment	61,600	61,600	0	0
Plant & Equipment	1,996,000	1,996,000	49,166	4,986
Infrastructure - Roads	2,387,022	2,387,022	8,664	11,383
Infrastructure - Footpaths	63,250	63,250	0	0
Infrastructure - Drainage	30,000	30,000	0	0
Infrastructure - Parks & Ovals	1,254,217	1,254,217	132,524	0

Infrastructure - Airports	32,200	32,200	0	0
Infrastructure - Other	464,360	464,360	1,560	0
	<u>13,312,720</u>	<u>13,312,720</u>	<u>1,238,752</u>	<u>26,548</u>

## SHIRE OF RAVENSTHORPE

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 AUGUST 2020

## 2. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

By Program	Asset #	Plant #	Written Down Value		Sale Proceeds		Profit(Loss)	
			2020/21 Adopted Budget \$	2020/21 YTD Actual \$	2020/21 Adopted Budget \$	2020/21 YTD Actual \$	2020/21 Adopted Budget \$	2020/21 YTD Actual \$
<b>Health</b>								
Toyota Hilux SRS	P711B	P711B	35,000		20,000		(15,000)	0
<b>Other Sport &amp; Recreation</b>								
Toyota Hilux - Ravy	P678A	P678A	32,000		15,000		(17,000)	0
Toyota Hilux - Hopetoun	P705A	P705A	32,000		15,000		(17,000)	0
Tractor - Parks & Gardens	P642	P642	35,000		20,000		(15,000)	0
Zero Turn Mower - Hopetoun	NA	NA	0		1,000		1,000	0
Water Tank/Trailer - Hopetoun	NA	P173A	0		0		0	0
<b>Transport</b>								
Komatsu GD565 Grader	P706	P706	145,000		80,000		(65,000)	0
DAF Prime Mover	P630	P580	35,000		40,000		5,000	0
Haulpro Side Tipper	P611	P577	30,000		40,000		10,000	0
Bomag Smooth Drum Roller	P569A	P569A	0		0		0	0
14.6m Tri Axle Low Loader S/T	P556	P556	0		30,000		30,000	0
Multi Tyre Roller	P609	P570	18,000		15,000		(3,000)	0
Sewell Road Broom	NA	P572	0		500		500	0
Toro GM360 2wd with Canopy	P670	P670	13,000		5,000		(8,000)	0
<b>Administration</b>								
Toyota Fortuna (DCCS)	P701B	P701B	42,000		20,000		(22,000)	0
<b>Public Works Overheads</b>								
Mitsubishi Ute (BMO)	P632A	P632A	12,000		15,000		3,000	0
Toyota Hilux (Sign Ute)	AP715	P654	27,000		15,000		(12,000)	0
Toyota Hilux (Maint Grader 1)	P699A	P699A	28,000		15,000		(13,000)	0
Toyota Hilux (Maint Grader 2)	P700B	P700B	29,000		15,000		(14,000)	0
Toyota Hilux (Leading Hand)	P677B	P677B	29,000		17,000		(12,000)	0
Toyota Hilux (Dozer Operator)	P691A	P691A	29,000		15,000		(14,000)	0
			571,000.00	0.00	393,500.00	0.00	(177,500.00)	0.00

By Class of Asset	Asset #	Plant #	Written Down Value		Sale Proceeds		Profit(Loss)	
			2020/21 Adopted Budget \$	2020/21 YTD Actual \$	2020/21 Adopted Budget \$	2020/21 YTD Actual \$	2020/21 Adopted Budget \$	2020/21 YTD Actual \$
<b>Plant &amp; Equipment</b>								
Toyota Hilux SRS	P711B	P711B	35,000	0	20,000	0	(15,000)	0
Toyota Hilux - Ravy	P678A	P678A	32,000	0	15,000	0	(17,000)	0
Toyota Hilux - Hopetoun	P705A	P705A	32,000	0	15,000	0	(17,000)	0
Tractor - Parks & Gardens	P642	P642	35,000	0	20,000	0	(15,000)	0
Zero Turn Mower - Hopetoun	NA	NA	0	0	1,000	0	1,000	0
Water Tank/Trailer - Hopetoun	NA	P173A	0	0	0	0	0	0
Komatsu GD565 Grader	P706	P706	145,000	0	80,000	0	(65,000)	0
DAF Prime Mover	P630	P580	35,000	0	40,000	0	5,000	0
Haulpro Side Tipper	P611	P577	30,000	0	40,000	0	10,000	0
Bomag Smooth Drum Roller	P569A	P569A	0	0	0	0	0	0
14.6m Tri Axle Low Loader S/T	P556	P556	0	0	30,000	0	30,000	0
Multi Tyre Roller	P609	P570	18,000	0	15,000	0	(3,000)	0
Sewell Road Broom	NA	P572	0	0	500	0	500	0
Toro GM360 2wd with Canopy	P670	P670	13,000	0	5,000	0	(8,000)	0
Toyota Fortuna (DCCS)	P701B	P701B	42,000	0	20,000	0	(22,000)	0
Mitsubishi Ute (BMO)	P632A	P632A	12,000	0	15,000	0	3,000	0
Toyota Hilux (Sign Ute)	AP715	P654	27,000	0	15,000	0	(12,000)	0
Toyota Hilux (Maint Grader 1)	P699A	P699A	28,000	0	15,000	0	(13,000)	0
Toyota Hilux (Maint Grader 2)	P700B	P700B	29,000	0	15,000	0	(14,000)	0
Toyota Hilux (Leading Hand)	P677B	P677B	29,000	0	17,000	0	(12,000)	0
Toyota Hilux (Dozer Operator)	P691A	P691A	29,000	0	15,000	0	(14,000)	0
			571,000.00	0.00	393,500.00	0.00	(177,500)	0.00

**Summary**

Profit on Asset Disposals	49,500	0.00
Loss on Asset Disposals	(227,000)	0.00
	<u>(177,500)</u>	<u>0.00</u>

Vehicles have been traded, however transactions for Profit/Loss will be processed once the Annual Audit is complete



## SHIRE OF RAVENSTHORPE

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 AUGUST 2020

## 3. INFORMATION ON BORROWINGS

## (a) Debenture Repayments

Particulars	Principal 1-Jul-20	Principal Repayments		Principal Outstanding		Interest Repayments	
		2020/21 Adopted Budget \$	2020/21 YTD Actual \$	2020/21 Adopted Budget \$	2020/21 YTD Actual \$	2020/21 Adopted Budget \$	2020/21 YTD Actual \$
<b>Housing</b>							
Loan 145 Staff Housing	190,080	35,888	17,817	154,192	172,263	6,186	1,214
Loan 147 Other Housing	222,334	17,016	0	205,318	222,334	7,886	(1,098)
<b>Recreation and Culture</b>							
Loan 146 Hopetoun Community Centre	298,392	14,091	6,983	284,301	291,409	11,080	2,165
<b>Transport</b>							
Loan 138D Town Street	262,694	30,559	15,029	232,135	247,665	18,961	3,064
Loan 144 Town Street	107,876	52,611	0	55,265	107,876	7,251	(861)
Loan 143B Refinance	170,227	32,140	15,956	138,087	154,271	5,540	1,087
Loan 138E Refinance	232,966	35,977	17,854	196,989	215,112	7,828	1,561
	1,484,569	218,282	73,639	1,266,287	1,410,930	64,732	7,132

(\*) Self supporting loan financed by payments from third parties.

All other loan repayments were financed by general purpose revenue.

## (b) Lease Repayments

Particulars	Principal 1-Jul-20	Principal Repayments		Principal Outstanding		Interest Repayments	
		2020/21 Adopted Budget \$	2020/21 YTD Actual \$	2020/21 Adopted Budget \$	2020/21 YTD Actual \$	2020/21 Adopted Budget \$	2020/21 YTD Actual \$
<b>Law, Order &amp; Public Safety</b>							
Lease Contract 939384 CESO Vehicle	32,852	16,314	0	16,538		345	0
<b>Community Amenities</b>							
Lease Contract 908707	664,874	71,247	0	593,627		17,550	0
Lease Contract 915953	283,024	33,439	0	249,585		8,341	0
	980,750	121,000	0	859,750	0	26,236	0

Particulars/Purpose	Amount Borrowed	Term (Years)	Total Interest & Charges \$	Interest Rate %	Amount Used		Balance Unspent \$
	Budget \$				Actual \$		
Loan 143B Refinance	0	10	71,576	3.85	0	0	NIL

## SHIRE OF RAVENSTHORPE

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

## FOR THE PERIOD ENDED 31 AUGUST 2020

	2020/21 Adopted Budget \$	2020/21 YTD Actual \$
<b>4. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Plant Reserve</b>		
Opening Balance	900,487	900,487
Amount Set Aside / Transfer to Reserve	957,835	0
Amount Used / Transfer from Reserve	<u>(1,569,500)</u>	<u>0</u>
	<u>288,822</u>	<u>900,487</u>
<b>(b) Emergency Farm Water Reserve</b>		
Opening Balance	12,201	12,201
Amount Set Aside / Transfer to Reserve	106	0
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>12,307</u>	<u>12,201</u>
<b>(c) Building Reserve</b>		
Opening Balance	1,386,509	1,386,509
Amount Set Aside / Transfer to Reserve	462,065	0
Amount Used / Transfer from Reserve	<u>(1,630,000)</u>	<u>0</u>
	<u>218,574</u>	<u>1,386,509</u>
<b>(d) Road &amp; Footpath Reserve</b>		
Opening Balance	395,961	395,961
Amount Set Aside / Transfer to Reserve	103,445	0
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>499,406</u>	<u>395,961</u>
<b>(e) Swimming Pool Upgrade Reserve</b>		
Opening Balance	44,909	44,909
Amount Set Aside / Transfer to Reserve	391	0
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>45,300</u>	<u>44,909</u>
<b>(f) UHF Repeater Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>
<b>(g) Airport Reserve</b>		
Opening Balance	379,993	379,993
Amount Set Aside / Transfer to Reserve	3,306	0
Amount Used / Transfer from Reserve	<u>(18,050)</u>	<u>0</u>
	<u>365,249</u>	<u>379,993</u>
<b>(h) Waste &amp; Sewerage Reserve</b>		
Opening Balance	285,162	285,162
Amount Set Aside / Transfer to Reserve	2,481	0
Amount Used / Transfer from Reserve	<u>(31,860)</u>	<u>0</u>
	<u>255,783</u>	<u>285,162</u>

## SHIRE OF RAVENSTHORPE

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 AUGUST 2020

	2020/21 Adopted Budget \$	2020/21 YTD Actual \$
<b>4. RESERVES (Continued)</b>		
<b>Cash Backed Reserves (Continued)</b>		
<b>(i) State Barrier Fence Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>0</u>
<b>(j) Leave Reserve</b>		
Opening Balance	42,686	42,686
Amount Set Aside / Transfer to Reserve	371	0
Amount Used / Transfer from Reserve	0	0
	<u>43,057</u>	<u>42,686</u>
<b>Total Cash Backed Reserves</b>	<u><b>1,728,498</b></u>	<u><b>3,447,908</b></u>

All of the above reserve accounts are to be supported by money held in financial institutions.

**Summary of Transfers  
To Cash Backed Reserves**

**Transfers to Reserves**

Plant Reserve	957,835	0
Emergency Farm Water Reserve	106	0
Building Reserve	462,065	0
Road & Footpath Reserve	103,445	0
Swimming Pool Upgrade Reserve	391	0
UHF Repeater Reserve	0	0
Airport Reserve	3,306	0
Waste & Sewerage Reserve	2,481	0
State Barrier Fence Reserve	0	0
Leave Reserve	371	0
	<u><b>1,530,000</b></u>	<u><b>0</b></u>

**Transfers from Reserves**

Plant Reserve	(1,569,500)	0
Emergency Farm Water Reserve	0	0
Building Reserve	(1,630,000)	0
Road & Footpath Reserve	0	0
Swimming Pool Upgrade Reserve	0	0
UHF Repeater Reserve	0	0
Airport Reserve	(18,050)	0
Waste & Sewerage Reserve	(31,860)	0
State Barrier Fence Reserve	0	0
Leave Reserve	0	0
	<u><b>(3,249,410)</b></u>	<u><b>0</b></u>
<b>Total Transfer to/(from) Reserves</b>	<u><b>(1,719,410)</b></u>	<u><b>0</b></u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 AUGUST 2020

4. RESERVES (Continued)

**Cash Backed Reserves (Continued)**

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

**Plant Reserve**

To be used to assist in the purchasing of major plant and machinery.

**Emergency Farm Water Reserve**

To be used for the repair and/or construction of emergency farm water supplies in the Shire of Ravensthorpe

**Building Reserve**

To be used for the construction, refurbishment, modification or renovation of all buildings in the Shire of Ravensthorpe

**Road and Footpath Reserve**

To be used for the construction, renewal, resealing or repair of the road and footpath network.

**Swimming Pool Upgrade Reserve**

To be used towards any major repairs or improvements for the Ravensthorpe swimming pool.

**UHF Repeater Reserve**

Used in 2016/17 for upgraded diplexer on UHF Radio Repeaters in Hopetoun and Munglinup.

**Airport Reserve**

To be used for the construction, reconstruction, repairs or modification of facilities including buildings, tarmac, airstrip and associated infrastructure at the Ravensthorpe Airport

**Waste and Sewerage Reserve**

To be used for the repair and/or construction of waste and sewerage facilities in the Shire of Ravensthorpe.

**State Barrier Fence Reserve**

To be used for the extension of the State Barrier Fence from Ravensthorpe to Esperance

**Leave Reserve**

To be used to fund long service leave and non-current annual leave requirements

**SHIRE OF RAVENSTHORPE**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD ENDED 31 AUGUST 2020**

	<b>2019/20 B/Fwd Per 2020/21 Budget \$</b>	<b>2019/20 B/Fwd Per Financial Report \$</b>	<b>AUGUST 2020 Actual \$</b>
<b>5. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	(588,322)	931,537	(750,752)
Cash - Restricted Unspent Grants	177,845	77,100	1,331,116
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	3,413,771	3,447,908	3,447,908
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	210,163	292,999	197,482
Sundry Debtors	246,994	205,584	235,607
Provision for Doubtful Debts	0	0	0
Gst Receivable	182,324	183,358	17,864
Accrued Income/Payments In Advance	3,711,625	1,432,345	9,416
Payments in Advance	0	0	0
Inventories	2,704	2,704	38,414
	<u>7,357,104</u>	<u>6,573,535</u>	<u>4,527,055</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(701,563)	(740,128)	(46,759)
Accrued Interest On Loans	(23,701)	(20,889)	0
Accrued Salaries & Wages	(54,808)	(8,618)	0
Income In Advance	0	(177,845)	(31,000)
Gst Payable	(31,316)	(21,813)	(921)
Payroll Creditors	(59,697)	(101,279)	(65,678)
Accrued Expenses	(872,533)	(189,207)	0
PAYG Liability	0	0	0
Right of Use Assets - Current	(98,617)	(121,001)	(121,001)
Trust	0	0	0
Other Payables	(24,489)	(126,343)	(130,998)
Current Employee Benefits Provision	(377,707)	(437,159)	(437,159)
Current Loan Liability	0	0	73,638
	<u>(2,244,431)</u>	<u>(1,944,282)</u>	<u>(759,878)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>5,112,673</b>	<b>4,629,253</b>	<b>3,767,177</b>
Less: Cash - Reserves - Restricted	(3,413,771)	(3,447,908)	(3,447,908)
Less: Cash - Unspent Grants - Restricted	0	0	
Less: Movements Associated with Change in Accounting Standards	(177,845)		
Add Back : Component of Leave Liability not Required to be Funded	377,707	437,159	437,159
Add Back : Current Loan Liability	0	0	(73,638)
ADD: Current Portion of Lease Liability	98,617	121,001	121,001
Adjustment for Trust Transactions Within Muni	60	0	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b><u>1,997,441</u></b>	<b><u>1,739,505</u></b>	<b><u>803,791</u></b>

## SHIRE OF RAVENSTHORPE

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 AUGUST 2020

## 6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2020/21 Rate Revenue \$	2020/21 Interim Rates \$	2020/21 Back Rates \$	2020/21 Total Revenue \$	2020/21 Budget \$
<b>General Rate</b>								
GRV Residential	0.117165	781		0			0	1,284,094
GRV Commercial	0.131567	33		0			0	181,906
GRV industrial	0.154430	35		0			0	79,187
GRV - Transient & Short Stay Accom	0.314867	2		0			0	268,519
UV - Mining	0.083600	63		0			0	200,662
UV - Other	0.008139	329		0			0	1,988,081
Non-Rateable							0	0
<b>Sub-Totals</b>		1,243	0	0	0	0	0	4,002,449
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV Residential	870.00	374				0	0	325,380
GRV Commercial	870.00	9				0	0	7,830
GRV Industrial	870.00	12				0	0	10,440
GRV - Transient & Short Stay Accom	850.00	0				0	0	0
UV - Mining	320.00	55				0	0	17,600
UV - Other	850.00	100				0	0	85,000
<b>Sub-Totals</b>		550	0	0	0	0	0	446,250
				0			0	<b>4,448,699</b>
Back Rates								1,000
Interim Rates								5,000
<b>Total Amount Raised From Rates</b>							<b>0</b>	<b>4,454,699</b>
Ex Gratia Rates		check after rates raised					0	49,234
<b>Total Rates</b>							<b>0</b>	<b>4,503,933</b>

All land except exempt land in the Shire of Ravensthorpe is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed above for the 2019/20 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

**SHIRE OF RAVENSTHORPE**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD ENDED 31 AUGUST 2020**

**7. TRUST FUNDS**

Monies previously held in Trust are now recognised as a current liability, although they are treated differently to other current liabilities in that they are required to be cash backed.

## SHIRE OF RAVENSTHORPE

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 AUGUST 2020

## 8. OPERATING STATEMENT BY PROGRAM

	AUGUST 2020 Actual \$	2020/21 Adopted Budget \$	2019/20 Actual \$
<b>OPERATING REVENUES</b>			
Governance	0	20,000	26,350
General Purpose Funding	329,062	5,504,055	6,480,771
Law, Order, Public Safety	195,726	377,790	478,161
Health	0	15,500	16,559
Education and Welfare	86,131	1,264,965	471,343
Housing	800	5,200	5,400
Community Amenities	4,776	954,474	674,353
Recreation and Culture	34,818	7,268,967	123,139
Transport	(341,731)	2,299,852	2,443,487
Economic Services	138,041	341,468	247,208
Other Property and Services	69,674	470,345	140,247
<b>TOTAL OPERATING REVENUE</b>	<b>517,297</b>	<b>18,522,616</b>	<b>11,107,016</b>
<b>OPERATING EXPENSES</b>			
Governance	(38,944)	(965,894)	(776,593)
General Purpose Funding	(1,144)	(297,378)	(259,153)
Law, Order, Public Safety	(248,282)	(859,619)	(1,047,088)
Health	(32,957)	(325,386)	(307,973)
Education and Welfare	(118,052)	(1,082,697)	(818,705)
Housing	(15,226)	(251,223)	(247,111)
Community Amenities	(108,285)	(1,644,078)	(1,329,532)
Recreation & Culture	(128,705)	(1,962,721)	(1,617,923)
Transport	(197,833)	(5,209,942)	(5,214,043)
Economic Services	(17,112)	(709,314)	(435,441)
Other Property and Services	(446,285)	(494,993)	(899,957)
<b>TOTAL OPERATING EXPENSE</b>	<b>(1,352,825)</b>	<b>(13,803,245)</b>	<b>(12,953,518)</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>(835,528)</u></b>	<b><u>4,719,371</u></b>	<b><u>(1,846,501)</u></b>



**SHIRE OF RAVENSTHORPE**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 AUGUST 2020**

**8. OPERATING STATEMENT BY NATURE & TYPE**

	<b>AUGUST 2020 Actual \$</b>	<b>2020/21 Adopted Budget \$</b>	<b>2019/20 Actual \$</b>
<b>OPERATING REVENUES</b>			
Rates	0	4,503,933	4,481,702
Operating Grants, Subsidies and Contributions	145,049	2,011,246	4,148,692
Non-Operating Grants, Subsidies and Contributions	112,727	9,166,318	784,405
Fees and Charges	140,987	2,137,072	1,151,610
Service Charges	0	0	0
Interest Earnings	4,736	78,300	103,065
Profit on Asset Disposals	0	49,500	23,036
Proceeds on Disposal of Assets	0	393,500	279,800
Realisation on Disposal of Assets	0	(393,500)	(279,800)
Other Revenue	113,797	576,247	414,508
<b>TOTAL OPERATING REVENUE</b>	<b>517,296</b>	<b>18,522,616</b>	<b>11,107,018</b>
<b>OPERATING EXPENSES</b>			
Employee Costs	(607,879)	(4,261,814)	(3,867,559)
Materials and Contracts	(460,392)	(3,519,666)	(3,505,031)
Utility Charges	(34,390)	(219,758)	(236,160)
Depreciation on Non-Current Assets	0	(4,902,716)	(4,571,345)
Interest Expenses	(7,131)	(90,968)	(102,827)
Insurance Expenses	(211,704)	(225,393)	(223,390)
Loss on Asset Disposals	0	(227,000)	(95,046)
FV Adjustment of Non-Current assets	0	0	0
Other Expenditure	(31,329)	(355,930)	(352,160)
<b>TOTAL OPERATING EXPENSE</b>	<b>(1,352,825)</b>	<b>(13,803,245)</b>	<b>(12,953,518)</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>(835,529)</u></b>	<b><u>4,719,371</u></b>	<b><u>(1,846,500)</u></b>

**SHIRE OF RAVENSTHORPE**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD ENDED 31 AUGUST 2020**

**9. STATEMENT OF FINANCIAL POSITION**

	<b>AUGUST 2020 Actual \$</b>	<b>2019/20 Actual \$</b>
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	4,028,272	4,456,545
Trade and Other Receivables	460,369	2,114,285
Inventories	38,414	2,704
<b>TOTAL CURRENT ASSETS</b>	<u>4,527,055</u>	<u>6,573,534</u>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	26,395	26,395
Inventories	0	0
Property, Plant and Equipment	33,309,690	33,294,525
Infrastructure	123,584,142	123,572,756
<b>TOTAL NON-CURRENT ASSETS</b>	<u>156,920,227</u>	<u>156,893,676</u>
<b>TOTAL ASSETS</b>	<u>161,447,282</u>	<u>163,467,210</u>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	275,357	1,386,120
Right of Use Asset	121,001	121,001
Long Term Borrowings	(73,638)	0
Provisions	437,159	437,159
<b>TOTAL CURRENT LIABILITIES</b>	<u>759,879</u>	<u>1,944,280</u>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	0	0
Long Term Borrowings	1,484,569	1,484,569
Right of Use Assets	825,493	825,493
Provisions	81,660	81,660
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>2,391,722</u>	<u>2,391,722</u>
<b>TOTAL LIABILITIES</b>	<u>3,151,601</u>	<u>4,336,002</u>
<b>NET ASSETS</b>	<u>158,295,681</u>	<u>159,131,208</u>
Retained Surplus	36,939,162	37,774,691
Reserves - Cash Backed	3,447,908	3,447,908
Revaluation Surplus	117,908,609	117,908,609
<b>TOTAL EQUITY</b>	<u>158,295,680</u>	<u>159,131,208</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 AUGUST 2020

10. FINANCIAL RATIOS

	2021 YTD	2020	2019	2018
Current Ratio	(0.78)	2.02	3.01	1.64
Operating Surplus Ratio	10.21	3.93	3.29	(0.24)

The above ratios are calculated as follows:

Current Ratio	$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$
Operating Surplus Ratio	$\frac{\text{operating revenue minus operating expense}}{\text{own source operating revenue}}$

**ATTACHMENT**



**2020/2021**

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	32,246	1,089,988	72,966	5,765	0	1,200,963	256,870
Aug	24,821	361,337	159,976	7,275	0	553,410	247,790
Sep						0	
Oct						0	
Nov						0	
Dec						0	
Jan						0	
Feb						0	
Mar						0	
Apr						0	
May						0	
Jun						0	
<b>Total</b>	<b>57,067</b>	<b>1,451,325</b>	<b>232,941</b>	<b>13,040</b>	<b>0</b>	<b>1,754,373</b>	<b>504,660</b>
<b>19/20</b>	<b>197,977</b>	<b>8,450,678</b>	<b>997,212</b>	<b>102,791</b>	<b>6,319</b>	<b>9,754,977</b>	<b>3,174,082</b>
<b>18/19</b>	<b>147,967</b>	<b>21,298,438</b>	<b>1,329,904</b>	<b>70,241</b>	<b>13,590</b>	<b>22,860,140</b>	<b>2,219,053</b>
<b>17/18</b>	<b>327,905</b>	<b>18,507,404</b>	<b>209,587</b>	<b>65,010</b>	<b>317,445</b>	<b>19,427,351</b>	<b>2,601,283</b>

**02 July 2020 - 03 Aug 2020**  
**Business Credit Card - Gavin Pollock**

Date	Payment to	Description	Amount	GST
30/06/2020	Landmark, Ravensthorpe	Kleenheat Gas 8.5kg - 18 Carlisle Street	\$ 48.79	4.44
1/07/2020	Lime Flowers, East Fremantle	In sympathy flowers for Les Mainwaring	\$ 150.00	13.64
2/07/2020	Institute of Public Works Engineering	NAMS & subscription fee 01/07/2020 - 30/06/2021	\$ 935.00	85.00
3/07/2020	Ravensthorpe Hotel	Meals and refreshments	\$ 492.50	44.77
8/07/2020	The Athlete's Foot, Cannington	Shoes - CEO uniform	\$ 199.99	18.18
8/07/2020	Brookton Roadhouse	Fuel ORA	\$ 118.13	10.74
10/07/2020	Adina Apartment Hotel Perth	Meals and accomodation during recruitment of project team	\$ 1,536.72	139.70
22/07/2020	BP Roadhouse Ravensthorpe	Food and refreshments	\$ 32.00	2.91
31/07/2020	Hoki Bao, Ballajura	Meals	\$ 29.00	2.64
31/07/2020	City of Subiaco	Parking fees	\$ 11.70	1.06
31/07/2020	Swan Taxis, Victoria Park	Taxi fare	\$ 73.13	6.65
31/07/2020	Subiaco Hotel	Refreshments	\$ 16.50	1.50
31/07/2020	Subiaco Hotel	Refreshments	\$ 16.50	1.50

<b>Total Purchases for G. Pollock</b>	<b>\$ 3,659.96</b>	<b>332.72</b>
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**Business Credit Card - Leslie Mainwaring**

Date	Payment to	Description	Amount	GST
21/07/2020	Ravensthorpe Hotel	Council dinner and refreshments	\$ 417.10	37.92

<b>Total Purchases for L. Mainwaring</b>	<b>\$ 417.10</b>	<b>37.92</b>
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**Business Credit Card - Graham Steel**

Date	Payment to	Description	Amount	GST
30/06/2020	Vodien Australia	Domain name renewal for fitzgeraldcoast.com.au	\$ 81.84	\$ 7.44
30/06/2020	St John Ambulance	First aid cabinet and supplies for Ravensthorpe town hall	\$ 206.98	\$ 16.91
3/07/2020	All-Tech Mechanical, Albany	Service Kluger RA682	\$ 310.40	\$ 28.22
3/07/2020	Officeworks, Albany	USB	\$ 22.45	\$ 2.04
8/07/2020	Bluepod coffee	Coffee pods for admin office	\$ 598.00	\$ -
8/07/2020	Local Government Professionals	CCTV training for Simon Russell	\$ 850.00	\$ 77.27
9/07/2020	The Boot Warehouse, Miranda	Safety steel toe work boots for Senior Ranger	\$ 177.95	\$ 16.18
17/07/2020	Main Roads WA	Oversize permit for primer mover RA3871	\$ 50.00	\$ 4.55
22/07/2020	Vacuumsport.com.au	Replacement dyson head for vacuum cleaner at Hopetoun gym	\$ 118.94	\$ 10.81
22/07/2020	Artrack	Hooks for Hopetoun Community Centre art track	\$ 259.35	\$ 23.58
24/07/2020	Trailblazers, Albany	Tent pegs for airport cones	\$ 40.00	\$ 3.64

<b>Total Purchases for G. Steel</b>	<b>\$ 2,715.91</b>	<b>\$ 190.63</b>
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\*some GST F items

\*GST free

**Business Credit Card - Ashley Peczka**

Date	Payment to	Description	Amount	GST
7/07/2020	Bremer Bay Resort	CESO Accomodation	\$ 140.00	\$ 12.73
16/07/2020	Caltex, Albany	Fuel 1GUV793	\$ 42.35	\$ 3.85

<b>Total Purchases for A. Peczka</b>	<b>\$ 182.35</b>	<b>\$ 16.58</b>
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#### Business Credit Card - Evelyn Houghton

Date	Payment to	Description	Amount	GST
7/07/2020	Hopetoun IGA	AA batteries for Little Barrens ELC	\$ 9.90	\$ 0.90
14/07/2020	Hopetoun IGA	Milk, marshmallows, cornflour and toothpicks for Little Barrens ELC	\$ 81.62	\$ 3.71
18/07/2020	The Reject Shop, Esperance	Art & craft supplies for Little Barrens ELC	\$ 20.00	\$ 1.82
18/07/2020	Red Dot, Esperance	Art & craft supplies and 2 x wheelie bins for Little Barrens ELC	\$ 78.48	\$ 7.13
18/07/2020	Woolworths, Esperance	5 x boxes of disposable gloves for Little Barrens ELC	\$ 47.50	\$ 4.32

<b>Total Purchases for E. Houghton</b>	<b>\$ 237.50</b>	<b>\$ 4.32</b>
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\*some GST F items

#### Business Credit Card - Russell Dyer

Date	Payment to	Description	Amount	GST
21/07/2020	FE Daw & Sons, Ravensthorpe	Bread, bacon & eggs for depot toolbox meeting	\$ 38.75	\$ -
24/07/2020	FE Daw & Sons, Ravensthorpe	UHT milk & soap for Ravensthorpe depot	\$ 23.90	\$ 1.09

<b>Total Purchases for R. Dyer</b>	<b>\$ 62.65</b>	<b>\$ 1.09</b>
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\*GST Free

\*some GST F items

#### Business Credit Card - Miscellaneous Fees and Charges Bankwest

Date	Payment to	Description	Amount	GST

<b>Total fees and charges</b>	<b>\$ -</b>	<b>\$ -</b>
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<b>Total Bankwest Corporate Mastercard Statement</b>	<b>\$ 7,275.47</b>	<b>\$ 583.26</b>
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#### Business Debit Card - Les Mainwaring

Date	Payment to	Description	Amount	GST

<b>Closing Balance for Debit Card - Les Mainwaring</b>	<b>\$ -</b>	<b>\$ -</b>
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420	14/08/2020	Horizon Power	HOPETOUN LAMPS 01/07/2020 - 31/07/2020	1		7,265.56
INV 414511	23/07/2020	Horizon Power	U6/LOT 705 TAMAR STREET 23/05/2020 - 22/07/2020		198.39	
INV 513789	23/07/2020	Horizon Power	LOT 3000 BUCKIE STREET 23/05/2020 - 22/07/2020		920.73	
INV 267634	23/07/2020	Horizon Power	LOT 548 TAMAR STREET 23/05/2020 - 22/07/2020		284.22	
INV 442429	24/07/2020	Horizon Power	79 ESPLANADE 25/05/2020 - 22/07/2020		310.25	
INV 185210	27/07/2020	Horizon Power	LOT 461 CANNING BVD 27/05/2020 - 23/07/2020		173.85	
INV 137406	27/07/2020	Horizon Power	LOT 245 VEAL STREET 27/05/2020 - 24/07/2020		309.75	
INV 397872	28/07/2020	Horizon Power	LOT 314 MAITLAND STREET 28/05/2020 - 27/07/2020		137.64	
INV 450414	28/07/2020	Horizon Power	LOT 501 VEAL STREET 28/05/2020 - 27/07/2020		192.50	
INV 136499	31/07/2020	Horizon Power	HOPETOUN LAMPS 01/07/2020 - 31/07/2020		3,940.30	
INV 224027	04/08/2020	Horizon Power	LOT 694 BEACON DRIVE 02/06/2020 - 03/08/2020		797.93	
421	14/08/2020	Telstra	TELSTRA ACCOUNT TO 10 JULY 2020	1		16,045.13
INV K102477518	07/2020	Telstra	TELSTRA ACCOUNT TO 10 JULY 2020		14,969.53	
INV T311 - 2322	07/2020	Telstra	SATELLITE PHONES TO 21 AUGUST 2020		225.00	
INV K339400324	07/2020	Telstra	LITTLE BARRENS TELSTRA ACCOUNT TO 16 JULY 2020		153.10	
INV T311 - 1325	07/2020	Telstra	TIM / SMS SERVICE 01/07/2020 - 22/07/2020		292.50	
INV T311 - 2325	07/2020	Telstra	LAPTOP DATA PLANS X 6 TO 24 AUGUST 2020		405.00	
422	20/08/2020	Horizon Power	LOC 80 JERDACUTTUP ROAD 05/06/2020 - 06/08/2020	1		814.56
INV 308541	07/08/2020	Horizon Power	LOC 80 JERDACUTTUP ROAD 05/06/2020 - 06/08/2020		814.56	
423	20/08/2020	Water Corporation	TRADE WASTE PERMIT HOPETOUN SENIOR CITIZENS CENTRE	1		696.18
INV 9023228224	07/2020	Water Corporation	TRADE WASTE PERMIT HOPETOUN SENIOR CITIZENS CENTRE		348.09	
INV 9020626724	07/2020	Water Corporation	TRADE WASTE PERMIT HOPETOUN COMMUNITY CENTRE		348.09	

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1038	03/08/2020	1 - BANK FEES	CBA MERCHANT FEES	1		396.38
1038	03/08/2020	1 - BANK FEES	OBB RECORD FEE	1		7.35
1038	03/08/2020	1 - BANK FEES	MAINTENANCE FEES	1		20.00
1038	03/08/2020	1 - BANK FEES	ELECTRONIC TRANSACTION FEES	1		5.40
1038	03/08/2020	1 - BANK FEES	BPAY FEE	1		110.25
1038	31/08/2020	1 - BANK FEES	INTEREST	1		1.65
EFT12033	14/08/2020	4 Rivers Plumbing Gas & Civil Contracting	INSPECT BLOCKED TOILETS AT JUBILEE PARK AND RECTIFY	1		1,189.10
INV 5500	28/07/2020	4 Rivers Plumbing Gas & Civil Contracting	INSPECT BLOCKED TOILETS AT JUBILEE PARK AND RECTIFY		765.60	
INV 5501	29/07/2020	4 Rivers Plumbing Gas & Civil Contracting	EXCAVATION FOR ELECTRICAL CONNECTION TO THE SHED		423.50	
EFT12034	14/08/2020	Australian Taxation Office (ATO)	FBT RETURN FOR PERIOD 01/04/19 - 31/03/20	1		21,667.72
INV 7117270330/07/2020		Australian Taxation Office (ATO)	FBT RETURN FOR PERIOD 01/04/19 - 31/03/20		21,667.72	
EFT12035	14/08/2020	Bay Of Isles Furniture	KRISTEN - BLACK 2 SEATER SOFA & DELIVERY	1		729.00
INV 51284	24/07/2020	Bay Of Isles Furniture	KRISTEN - BLACK 2 SEATER SOFA & DELIVERY		729.00	
EFT12036	14/08/2020	Best Office Systems	PRINTER READINGS - HOPETOUN OFFICE - 20/06/2020 - 20/07/2020	1		210.50
INV 575057	27/07/2020	Best Office Systems	PRINTER READINGS - HOPETOUN OFFICE - 20/06/2020 - 20/07/2020		122.50	
INV 575609	31/07/2020	Best Office Systems	TRAVEL TO RAVENSTHORPE OFFICE TO REPAIR SQUEAKING PRINTER		88.00	
EFT12037	14/08/2020	Bob Waddell	FINANCIAL CONSULTANCY SERVICES FOR 20/21 BUDGET - W/E 02/08/2020	1		3,762.00
INV 2075	26/07/2020	Bob Waddell	FINANCIAL CONSULTANCY SERVICES FOR 20/21 BUDGET - W/E 26/07/2020		1,782.00	

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INV 2084	03/08/2020	Bob Waddell	FINANCIAL CONSULTANCY SERVICES FOR 20/21 BUDGET - W/E 02/08/2020		1,980.00	
EFT12038	14/08/2020	Bunnings	7.2 X PINE BARGE LOSP H3 PRIMED 188X30MM TIGHT KNOT L/M	1		81.50
INV 2431/001	27/07/2020	Bunnings	7.2 X PINE BARGE LOSP H3 PRIMED 188X30MM TIGHT KNOT L/M		81.50	
EFT12039	14/08/2020	Caitlin Barber	BOND REFUND	1		20.00
INV T1667	14/08/2020	Caitlin Barber	BOND REFUND	1	20.00	
EFT12040	14/08/2020	Chelsea J Byrne	REIMBURSEMENT FOR NITRILE GLOVES FOR LITTLE BARRENS ELC (WOOLWORTHS)	1		47.50
INV REIMBU	10/08/2020	Chelsea J Byrne	REIMBURSEMENT FOR NITRILE GLOVES FOR LITTLE BARRENS ELC (WOOLWORTHS)		47.50	
EFT12041	14/08/2020	City of Albany	BUILDING SERVICES - CERTIFICATE OF DESIGN COMPLIANCE	1		187.00
INV 89331	29/07/2020	City of Albany	BUILDING SERVICES - CERTIFICATE OF DESIGN COMPLIANCE		187.00	
EFT12042	14/08/2020	Commonwealth Bank	ATM CASH SERVICING AND MAINTENANCE - 13/07/2020	1		1,875.76
INV BWR07	22/07/2020	Commonwealth Bank	ATM CASH SERVICING AND MAINTENANCE - 13/07/2020		1,875.76	
EFT12043	14/08/2020	Community Spirit Newspaper Inc	FUTURE FUND HALF PAGE ADVERT FOR SUCCESSFUL GRANT RECIPIENTS	1		108.00
INV 23738	16/07/2020	Community Spirit Newspaper Inc	FUTURE FUND HALF PAGE ADVERT FOR SUCCESSFUL GRANT RECIPIENTS		108.00	
EFT12044	14/08/2020	Dene Bingham	TRAVEL EXPENSES TO ATTEND TRAINING IN RAVENSTHORPE OFFICE	1		78.00
INV TRAVEL	05/08/2020	Dene Bingham	TRAVEL EXPENSES TO ATTEND TRAINING IN RAVENSTHORPE OFFICE		78.00	
EFT12045	14/08/2020	Department of Fire and Emergency Services (Previously FESA)	RETURN OF UNSPENT MITIGATION FUNDS MAF - RfR	1		167,539.00
INV 150876	15/07/2020	Department of Fire and Emergency Services (Previously FESA)	RETURN OF UNSPENT MITIGATION FUNDS MAF - RfR		167,539.00	

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EFT12046	14/08/2020	Elizabeth Aberline	BOND REFUND	1		20.00
INV T1093	14/08/2020	Elizabeth Aberline	BOND REFUND	1	20.00	
EFT12047	14/08/2020	Esperance Appliance Centre (Retravision)	FRIDGE, WASHER & DRYER FOR 30 KINGSMILL STREET	1		1,844.00
INV 6008782624/07/2020		Esperance Appliance Centre (Retravision)	FRIDGE, WASHER & DRYER FOR 30 KINGSMILL STREET		1,844.00	
EFT12048	14/08/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE - REPLACEMENT - HOPETOUN COMMUNITY CENTRE - (SHIRE ADMIN, OFFICES, STAGE, KITCHEN ETC)	1		4,765.00
INV 07975	16/07/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE - RAVENSTHORPE SWIMMING POOL		33.00	
INV 07976	16/07/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE - RAVENSTHORPE HAND GUN CLUB		253.60	
INV 07977	16/07/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE - REPLACEMENT - DUNN ART CENTRE		85.00	
INV 07879	16/07/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE - REPLACEMENT - RAVENSTHORPE COMMUNITY RESOURCE CENTRE		81.95	
INV 07979	16/07/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE - RAVENSTHORPE TOWN HALL		213.80	
INV 07980	16/07/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE - RAVENSTHORPE SENIOR CITIZENS CENTRE		121.60	
INV 07981	16/07/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE - RAVENSTHORPE SHIRE ADMINISTRATION BUILDING		83.60	
INV 07992	17/07/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE - FITZGERALD TOWN HALL		39.60	
INV 07988	17/07/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE - RAVENSTHORPE TENNIS PAVILLION		39.60	
INV 07989	17/07/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE - MUNGLINUP GOLF CLUB		50.60	
INV 07994	17/07/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE - REPLACEMENT - HOPETOUN MEN IN SHEDS BUILDING		225.80	
INV 07993	17/07/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE - REPLACEMENT - HOPETOUN GOLF COURSE		413.80	
INV 07987	17/07/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE - REPLACEMENT - THE CUB HOUSE		223.60	
INV 07995	17/07/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE - REPLACEMENT - HOPETOUN WORKS DEPOT		22.00	

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INV 07996	17/07/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE - REPLACEMENT - HOPETOUN CHILDCARE CENTRE - LITTLE BARRENS		110.45	
INV 07991	17/07/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE - NORTH RAVENSTHORPE HALL		39.60	
INV 08004	17/07/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE - RAVENSTHORPE WORKS DEPOT		427.30	
INV 07999	17/07/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE - REPLACEMENT - HOPETOUN DOCTORS SURGERY		46.20	
INV 08000	17/07/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE - REPLACEMENT - HOPETOUN SENIOR CITIZENS		52.80	
INV 07990	17/07/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE - REPLACEMENT - RAVENSTHORPE GOLF & BOWLING CLUB		50.60	
INV 08002	17/07/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE - JERDACUTTUP TOWN HALL		101.20	
INV 07997	17/07/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE - REPLACEMENT - HOPETOUN RECREATION PAVILLION (FOOTY, BOWLS)		145.20	
INV 07998	17/07/2020	Esperance Fire Services			921.60	
INV 08001	17/07/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE - MUNGLINUP RECREATION PAVILLION		134.40	
INV 07985	17/07/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE - RAVENSTHORPE RECREATION CENTRE		281.60	
INV 07983	17/07/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE - REPLACEMENT - RAVENSTHORPE DRS SURGERY		22.00	
INV 07982	17/07/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE - RAVENSTHORPE YOUTH CENTRE - 63 MORGANS STREET		33.00	
INV 07984	17/07/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE - RAVENSTHORPE MUSEUM		44.00	
INV 07986	17/07/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE - REPLACEMENT - AIRPORT TERMINAL		143.00	
INV 08020	17/07/2020	Esperance Fire Services	MONTHLY JACK PUMP INSPECTION AND TESTING MORGANS STREET - 03/07/2020		324.50	
EFT12049	14/08/2020	Esperance Outdoor Power Equipment	SUPPLY AND FIT ELECTRIC START PUMP FOR NEW RANGER VEHICLES	1		5,484.20
INV 2977	29/07/2020	Esperance Outdoor Power Equipment	ADDITIONAL FITTING OF KEY START MODULE & COMPONENTS		718.40	

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INV 2976	29/07/2020	Esperance Outdoor Power Equipment	SUPPLY AND FIT ELECTRIC START PUMP FOR NEW RANGER VEHICLES		4,765.80	
EFT12050	14/08/2020	Freight Lines Group	FREIGHT CHARGES - SIGMA CHEMICALS	1		172.47
INV 82951	24/07/2020	Freight Lines Group	FREIGHT CHARGES - SIGMA CHEMICALS		172.47	
EFT12051	14/08/2020	Grants Empire	RAVENSTHORPE AIRPORT GRANT APPLICATIONS - PAYMENT 1 OF 2	1		792.00
INV 1905	29/07/2020	Grants Empire	RAVENSTHORPE AIRPORT GRANT APPLICATIONS - PAYMENT 1 OF 2		792.00	
EFT12052	14/08/2020	Green Haven Tourist Park	ACCOMODATION FOR CONTRACT ARO/RANGER - 03/08/2020 - 10/13/2020	1		840.00
INV INV-141427/07/2020		Green Haven Tourist Park	ACCOMODATION FOR CONTRACT ARO/RANGER - 03/08/2020 - 10/13/2020		840.00	
EFT12053	14/08/2020	Hopetoun Men In Sheds Incorporated	WEEKEND TRANSFER STATION ATTENDANTS - JULY 2020	1		800.00
INV 287	31/07/2020	Hopetoun Men In Sheds Incorporated	WEEKEND TRANSFER STATION ATTENDANTS - JULY 2020		800.00	
EFT12054	14/08/2020	LGIS Workcare	HEARING TESTS FOR STAFF - JULY 2020	1		1,953.60
INV 100-140129/07/2020		LGIS Workcare	HEARING TESTS FOR STAFF - JULY 2020		1,953.60	
EFT12055	14/08/2020	Landgate	GROSS RENTAL VALUATIONS CHARGEABLE 10/08/2019 - 29/05/2020	1		445.94
INV 357225	21/06/2020	Landgate	RURAL UV'S CHARGEABLE 21/12/2019 - 29/05/2019 & 30/05/2020 - 12/06/2020		125.64	
INV 357269	23/06/2020	Landgate	GROSS RENTAL VALUATIONS CHARGEABLE 10/08/2019 - 29/05/2020		149.50	
INV 357357	26/06/2020	Landgate	MINING TENEMENTS CHARGABLE 03/06/2020 - 09/06/2020		39.80	
INV 1022277	01/07/2020	Landgate	ONLINE TRANSACTION SUMMARY FOR JUNE 2020		131.00	
EFT12056	14/08/2020	Lo-Go Appointments	PROFESSIONAL SERVICES - MARK RIDGWELL - W/E 25/07/2020	1		6,466.68
INV 422176	28/07/2020	Lo-Go Appointments	PROFESSIONAL SERVICES - MARK RIDGWELL - W/E 25/07/2020		3,233.34	

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INV 422203	04/08/2020	Lo-Go Appointments	PROFESSIONAL SERVICES - MARK RIDGWELL - W/E 01/08/2020		3,233.34	
EFT12057	14/08/2020	Mason Bay Lime The Hanrahan Family Trust	40 X TONNES OF LIME FOR FOOTPATHS	1		880.00
INV 1013	03/08/2020	Mason Bay Lime The Hanrahan Family Trust	40 X TONNES OF LIME FOR FOOTPATHS		880.00	
EFT12058	14/08/2020	Max Solutions Pty Ltd	BOND REFUND	1		20.00
INV T1210	14/08/2020	Max Solutions Pty Ltd	BOND REFUND	1	20.00	
EFT12059	14/08/2020	McLeods Barristers & Solicitors	RETAINER FEE FOR 2019/2020 FINANCIAL YEAR	1		1,980.00
INV 114550	27/07/2020	McLeods Barristers & Solicitors	RETAINER FEE FOR 2019/2020 FINANCIAL YEAR		1,980.00	
EFT12060	14/08/2020	Medtech Healthcare Pty Ltd	MONTHLY SITE SUPPORT FOR MEDICAL CENTRES - AUGUST 2020	1		110.00
INV 051940	01/08/2020	Medtech Healthcare Pty Ltd	MONTHLY SITE SUPPORT FOR MEDICAL CENTRES - AUGUST 2020		110.00	
EFT12061	14/08/2020	Meridian Agencies (Weistermann Family Trust)	4 X 5 DRAWER FILING SHELVES & 200 X UNITS REFLEX A4 PAPER	1		1,577.94
INV 780	29/07/2020	Meridian Agencies (Weistermann Family Trust)	PLAIN FACE ENVELOPES 405MM X 305MM		69.99	
INV 779	29/07/2020	Meridian Agencies (Weistermann Family Trust)	4 X 5 DRAWER FILING SHELVES & 200 X UNITS REFLEX A4 PAPER		1,197.96	
INV 778	29/07/2020	Meridian Agencies (Weistermann Family Trust)	BINDING MACHINE FOR HOPETOUN OFFICE		309.99	
EFT12062	14/08/2020	Moore Stephens Pty Ltd	MOORE STEPHENS - 2020 BUDGET WORKBOOK AND DOCUMENTATION	1		748.00
INV 1292	27/07/2020	Moore Stephens Pty Ltd	MOORE STEPHENS - 2020 BUDGET WORKBOOK AND DOCUMENTATION		748.00	
EFT12063	14/08/2020	Natasha Hibbert	REIMBURSEMENT OF TAFE FEES FOR CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE UNITS	1		406.25
INV REIMBU04	04/08/2020	Natasha Hibbert	REIMBURSEMENT OF TAFE FEES FOR CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE UNITS		406.25	
EFT12064	14/08/2020	Nutrien Ag Solutions Ravensthorpe	1 X PALLET OF BUILDERS CHOICE RAPID SET CEMENT	1		994.84
INV 9032322327	07/07/2020	Nutrien Ag Solutions Ravensthorpe	1 X PALLET OF BUILDERS CHOICE RAPID SET CEMENT		788.04	

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INV 9032325827/07/2020		Nutrien Ag Solutions Ravensthorpe	KINNEARS VINE TRELLIS TWINE (6 X 1,625M)		206.80	
EFT12065	14/08/2020	One Music Australia	MUSIC FOR COUNCILS LICENCE - RURAL 01/07/2020 - 30/06/2020	1		350.00
INV 046576	22/07/2020	One Music Australia	MUSIC FOR COUNCILS LICENCE - RURAL 01/07/2020 - 30/06/2020		350.00	
EFT12066	14/08/2020	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR ADMINISTRATION OFFICES 24/07/2020 - 27/07/2020 & JULY MONTHLY FEE	1		297.50
INV 25757	23/07/2020	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR ADMINISTRATION OFFICES 17/07/2020 - 21/07/2020		127.50	
INV 25787	30/07/2020	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR ADMINISTRATION OFFICES 24/07/2020 - 27/07/2020 & JULY MONTHLY FEE		170.00	
EFT12067	14/08/2020	Ravensthorpe Agencies	REFILL 2 X 8.5KG GAS BOTTLES	1		88.00
INV 33256	24/07/2020	Ravensthorpe Agencies	REFILL 2 X 8.5KG GAS BOTTLES		88.00	
EFT12068	14/08/2020	Ravensthorpe Community Resource Centre	2020-2021 PROVISION OF LIBRARY & CUSTOMER SERVICES - QUARTER 1	1		13,369.94
INV INV-183229/07/2020		Ravensthorpe Community Resource Centre	2020-2021 PROVISION OF LIBRARY & CUSTOMER SERVICES - QUARTER 1		13,369.94	
EFT12069	14/08/2020	Ravensthorpe District High School P&C	BOND REFUND	1		400.00
INV T1129	14/08/2020	Ravensthorpe District High School P&C	BOND REFUND	1	400.00	
EFT12070	14/08/2020	Ravensthorpe Mechanical Services	HYDRAULIC SYSTEM REPAIRS - RA3712	1		1,688.71
INV 37073	01/07/2020	Ravensthorpe Mechanical Services	HYDRAULIC SYSTEM REPAIRS - RA3712		983.25	
INV 37157	17/07/2020	Ravensthorpe Mechanical Services	10,000KM LOGBOOK SERVICE & INSPECTION - 1GDJ430		335.35	
INV 37171	21/07/2020	Ravensthorpe Mechanical Services	30,000KM SERVICE - RA3794		370.11	
EFT12071	14/08/2020	Ravensthorpe Regional Arts Council	FIRST AID TRAINING FOR MENTAL HEALTH - ZAHRA, SHELLEY, DENE, MEGHAN, HANNEKE	1		200.00
INV 1101	30/07/2020	Ravensthorpe Regional Arts Council	FIRST AID TRAINING FOR MENTAL HEALTH - ZAHRA, SHELLEY, DENE, MEGHAN, HANNEKE		200.00	
EFT12072	14/08/2020	Shire of Ravensthorpe Social Club	Payroll deductions	1		100.00



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INV DEDUCT10/08/2020		Shire of Ravensthorpe Social Club	Payroll deductions		100.00	
EFT12073	14/08/2020	Southern Suspension & 4x4 Centre	SUPPLY AND INSTALL KINGSLEY STEPBOARD SIDESTEPS	1		1,059.23
INV 30038	31/07/2020	Southern Suspension & 4x4 Centre	SUPPLY AND INSTALL KINGSLEY STEPBOARD SIDESTEPS		1,059.23	
EFT12074	14/08/2020	Sunny Industrial Brushware	POWERBOSS SW62 / SW72 / 8XV / 9XV 13" O/DIA SIDE BROOM	1		549.12
INV 22105	22/07/2020	Sunny Industrial Brushware	POWERBOSS SW62 / SW72 / 8XV / 9XV 13" O/DIA SIDE BROOM		549.12	
EFT12075	14/08/2020	Toll Transport Pty Ltd	FREIGHT CHARGES - JASON SIGNS, CJD, CORSIGN, PCS, PATHWEST, GUARDIAN PRINT	1		456.85
INV 0453-S3026/07/2020		Toll Transport Pty Ltd	FREIGHT CHARGES - JASON SIGNS, CJD, CORSIGN, PCS, PATHWEST, GUARDIAN PRINT		456.85	
EFT12076	14/08/2020	Veno's Dingo Services	FIRE BREAK COMPLIANCE WORK	1		1,045.00
INV 102	30/06/2020	Veno's Dingo Services	FIRE BREAK COMPLIANCE WORK		1,045.00	
EFT12077	14/08/2020	WINC Australia Pty Ltd	NET48910935 VARIOUS SUPPLIES - THE CUB HOUSE	1		466.45
INV 9033273927/07/2020		WINC Australia Pty Ltd	NET48847262 VARIOUS STATIONERY - THE CUB HOUSE		17.66	
INV 9033291529/07/2020		WINC Australia Pty Ltd	NET48847262 VARIOUS STATIONERY - THE CUB HOUSE		175.23	
INV 9033341303/08/2020		WINC Australia Pty Ltd	NET48910935 VARIOUS SUPPLIES - THE CUB HOUSE		246.20	
INV 9033341903/08/2020		WINC Australia Pty Ltd	NET48910935 VARIOUS SUPPLIES - THE CUB HOUSE		27.36	
EFT12078	20/08/2020	4 Rivers Plumbing Gas & Civil Contracting	PUMP OUT DRAINAGE SUMP AT WORKS DEPOT	1		943.25
INV 5510	04/08/2020	4 Rivers Plumbing Gas & Civil Contracting	INVESTIGATE PROBLEM WITH JERDACUTTUP TOILETS - PUMP NOT WORKING		250.25	
INV 5511	05/08/2020	4 Rivers Plumbing Gas & Civil Contracting	CLEAN OUT OVERFLOW DRAINS AT RAVENSTHORPE TENNIS PAVILLION		165.00	
INV 5524	11/08/2020	4 Rivers Plumbing Gas & Civil Contracting	PUMP OUT DRAINAGE SUMP AT WORKS DEPOT		528.00	
EFT12079	20/08/2020	ABCO Products PTY LTD	VARIOUS CLEANING ITEMS	1		684.77
INV 588986	10/08/2020	ABCO Products PTY LTD	VARIOUS CLEANING ITEMS		684.77	

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EFT12080	20/08/2020	Australia Post	POSTAGE CHARGES - JULY 2020	1		97.64
INV 1009809903/08/2020		Australia Post	POSTAGE CHARGES - JULY 2020		97.64	
EFT12081	20/08/2020	Australian Taxation Office (ATO)	BAS RETURN JULY 2020	1		56,236.00
INV BAS JUL19/08/2020		Australian Taxation Office (ATO)	BAS RETURN JULY 2020		56,236.00	
EFT12082	20/08/2020	BP Australia Pty Ltd	BP FUEL CARDS - JULY 2020	1		3,596.40
INV 1118646231/07/2020		BP Australia Pty Ltd	BP FUEL CARDS - JULY 2020		3,596.40	
EFT12083	20/08/2020	Bob Waddell	FINANCIAL CONSULTANCY SERVICES FOR 20/21 BUDGET - W/E 09/08/2020	1		3,828.00
INV 2090	10/08/2020	Bob Waddell	FINANCIAL CONSULTANCY SERVICES FOR 20/21 BUDGET - W/E 09/08/2020		3,828.00	
EFT12084	20/08/2020	Bunnings	SIKA SEAL 300ML ALMOND IVORY KITCHEN AND BATHROOM SILICON SEALANT	1		11.35
INV 2022/009/05/08/2020		Bunnings	SIKA SEAL 300ML ALMOND IVORY KITCHEN AND BATHROOM SILICON SEALANT		11.35	
EFT12085	20/08/2020	Cleanaway Pty Ltd	COLLECTIONS FOR JULY 2020	1		22,631.65
INV 2159006831/07/2020		Cleanaway Pty Ltd	COLLECTIONS FOR JULY 2020		22,631.65	
EFT12086	20/08/2020	Corsign WA	24 X SIGNS 2MM ALUMINIUM N/REFLECTIVE WITH HOLES IN CORNERS	1		620.40
INV 48847	30/07/2020	Corsign WA	24 X SIGNS 2MM ALUMINIUM N/REFLECTIVE WITH HOLES IN CORNERS		620.40	
EFT12087	20/08/2020	David Kerr	REIMBURSEMENTS FOR VARIOUS ITEMS	1		201.33
INV REIMBU19/08/2020		David Kerr	REIMBURSEMENTS FOR VARIOUS ITEMS		147.14	
INV REIMBU19/08/2020		David Kerr	REIMBURSEMENT FOR VARIOUS ITEMS		54.19	
EFT12088	20/08/2020	Diverseco Pty Ltd	PROJECT SCOPE FOR WEIGHBRIDGE INSTALLATION - BALANCE OF 50%	1		2,475.00
INV MW5908:12/08/2020		Diverseco Pty Ltd	PROJECT SCOPE FOR WEIGHBRIDGE INSTALLATION - BALANCE OF 50%		2,475.00	

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EFT12089	20/08/2020	Farmers Centre (WA) Pty	EZI PAK QF31 1/4 QUICK-F11A & EZI PAK QFM4 6MM QUICK-F11A	1		81.76
INV 718894	22/07/2020	Farmers Centre (WA) Pty	EZI PAK QF31 1/4 QUICK-F11A & EZI PAK QFM4 6MM QUICK-F11A		81.76	
EFT12090	20/08/2020	Fitness Solutions WA	SERVICE BOTH GYMS & VARIOUE S EQUIPMENT ITEMS	1		934.00
INV 0338	05/08/2020	Fitness Solutions WA	SERVICE BOTH GYMS & VARIOUE S EQUIPMENT ITEMS		934.00	
EFT12091	20/08/2020	Freight Lines Group	FREIGHT CHARGES - FULTON HOGAN	1		523.61
INV 83811	07/08/2020	Freight Lines Group	FREIGHT CHARGES - FULTON HOGAN		523.61	
EFT12092	20/08/2020	Fulton Hogan	96 X 20KG BAG EZ STREET ASPHALT POTHOLE REPAIR MIX	1		4,063.40
INV 1423830706/08/2020		Fulton Hogan	96 X 20KG BAG EZ STREET ASPHALT POTHOLE REPAIR MIX		3,590.40	
INV 1425172111/08/2020		Fulton Hogan	250 LITRES X EMULSION, CRS 60/170		473.00	
EFT12093	20/08/2020	Grants Empire	RAVENSTHORPE AIRPORT GRANT APPLICATIONS - PAYMENT 2 OF 2	1		1,518.00
INV 1913	06/08/2020	Grants Empire	WABN GRANT APPLICATION - RAVENSTHORPE BIKE PLAN - PAYMENT 2 OF 2		726.00	
INV 1912	06/08/2020	Grants Empire	RAVENSTHORPE AIRPORT GRANT APPLICATIONS - PAYMENT 2 OF 2		792.00	
EFT12094	20/08/2020	Guardian Print & Graphics	1,500 X DL FIRE BREAK NOTICE BOOKLETS	1		1,595.00
INV 8699	30/07/2020	Guardian Print & Graphics	1,500 X DL FIRE BREAK NOTICE BOOKLETS		1,595.00	
EFT12095	20/08/2020	Hanneke Coetzee	REIMBURSEMENT FOR 4 X MOCCONA COFFEE (HOPETOUN IGA)	1		64.00
INV REIMBU19/08/2020		Hanneke Coetzee	REIMBURSEMENT FOR 4 X MOCCONA COFFEE (HOPETOUN IGA)		64.00	
EFT12096	20/08/2020	Hopetoun Community Resource Centre	CEO DONATION TO HOPETOUN CRC - WILDFLOWER AMATEUR PHOTOGRAPHY COMPETITION	1		250.00
INV 1083	10/08/2020	Hopetoun Community Resource Centre	CEO DONATION TO HOPETOUN CRC - WILDFLOWER AMATEUR PHOTOGRAPHY COMPETITION		250.00	

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EFT12097	20/08/2020	Jason Nori	GYM MEMBERSHIP REFUND DUE TO COVID-19 CLOSURE	1		68.65
INV REFUND13	08/2020	Jason Nori	GYM MEMBERSHIP REFUND DUE TO COVID-19 CLOSURE		48.65	
INV T1579	20/08/2020	Jason Nori	GYM KEY BOND REFUND	1	20.00	
EFT12098	20/08/2020	Jason Sign Makers	1 X ROLL OF YELLOW/GREEN 75MM X 45.7M ROLL OF TAPE	1		175.79
INV 210646	03/08/2020	Jason Sign Makers	1 X ROLL OF YELLOW/GREEN 75MM X 45.7M ROLL OF TAPE		175.79	
EFT12099	20/08/2020	Jtagz	200 X RED DISC TAG #23001-23200 DOG AND CAT TAG & SPLIT RINGS & FREIGHT	1		171.60
INV 15881	05/08/2020	Jtagz	200 X RED DISC TAG #23001-23200 DOG AND CAT TAG & SPLIT RINGS & FREIGHT		171.60	
EFT12100	20/08/2020	Landgate	ONLINE TRANSACTION SUMMARY FOR JULY 2020	1		102.60
INV 358110	30/07/2020	Landgate	MINING TENEMENTS CHARGABLE 25/06/2020 - 16/07/2020		49.20	
INV 1030277	03/08/2020	Landgate	ONLINE TRANSACTION SUMMARY FOR JULY 2020		53.40	
EFT12101	20/08/2020	Livingston Medical Pty Ltd	KELLY POWER - FULL EMPLOYMENT MEDICAL INCLUDING DRUG AND ALCOHOL LAB TEST	1		1,056.00
INV 41403	29/07/2020	Livingston Medical Pty Ltd	KELLY POWER - FULL EMPLOYMENT MEDICAL INCLUDING DRUG AND ALCOHOL LAB TEST		352.00	
INV 41404	29/07/2020	Livingston Medical Pty Ltd	KELLY POWER - FULL EMPLOYMENT MEDICAL INCLUDING DRUG AND ALCOHOL LAB TEST		352.00	
INV 41493	03/08/2020	Livingston Medical Pty Ltd	SHARYN WESTON - FULL EMPLOYMENT MEDICAL INCLUDING DRUG & ALCOHOL LAB TEST		352.00	
EFT12102	20/08/2020	Lloydey's Power Services	REPLACE EMERGENCY EXIT LIGHT AT HOPETOUN SENIOR CITIZENS	1		1,380.50
INV INV-046206	08/2020	Lloydey's Power Services	REPLACE EMERGENCY EXIT LIGHT AT HOPETOUN SENIOR CITIZENS		498.30	
INV INV-046106	08/2020	Lloydey's Power Services	REPLACE EMERGENCY EXIT LIGHT RAVENSTHORPE GOLF AND BOWLING CLUB		344.30	
INV INV-047111	08/2020	Lloydey's Power Services	AIRPORT LIGHTING AND GENSET WORKS		286.00	
INV INV-047211	08/2020	Lloydey's Power Services	REPAIR EMERGENCY EXIT LIGHT AT HOPETOUN CRC		251.90	

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EFT12103	20/08/2020	Lo-Go Appointments	PROFESSIONAL SERVICES - MARK RIDGWELL - W/E 08/08/2020	1		2,730.38
INV 422233	11/08/2020	Lo-Go Appointments	PROFESSIONAL SERVICES - MARK RIDGWELL - W/E 08/08/2020		2,730.38	
EFT12104	20/08/2020	Perfect Computer Solutions Pty Ltd	2 x BROTHER FAX/SCAN/COPY PRINTERS - RAVENSTHORPE AND HOPETOUN MECICAL CENTRES	1		660.00
INV 25752	23/07/2020	Perfect Computer Solutions Pty Ltd	2 x BROTHER FAX/SCAN/COPY PRINTERS - RAVENSTHORPE AND HOPETOUN MECICAL CENTRES		660.00	
EFT12105	20/08/2020	Peter Smith	NOMINATION BOND REFUND	1		80.00
INV T1609	20/08/2020	Peter Smith	NOMINATION BOND REFUND	1	80.00	
EFT12106	20/08/2020	R And R Heavy Diesel Services	500 HR SERVICE AND INSPECTION AS PER SCHEDULE - 1GOA197	1		2,273.81
INV 4284	11/08/2020	R And R Heavy Diesel Services	REPLACED FINAL DRIVE OILS DUE TO BAD SAMPLES, RESAMPLE REQUIRED AT 9000 HRS		465.30	
INV 4283	11/08/2020	R And R Heavy Diesel Services	500 HR SERVICE AND INSPECTION AS PER SCHEDULE - 1GOA197		1,102.53	
INV 4282	11/08/2020	R And R Heavy Diesel Services	750 HR SERVICE AND INSPECTION, FILL AND POST OIL SAMPLES - RA3829		485.98	
INV 4281	11/08/2020	R And R Heavy Diesel Services	DIAGNOSE CRANE FAULT, REPLACE EMERGENCY STOP SWITCH ASSEMBLY - RA206		220.00	
EFT12107	20/08/2020	Ravensthorpe Building Supplies	13 x 6M LENGTHS OF 90X35MM PINE FOR FISHERMANS CAMP TOILETS	1		654.50
INV 951	04/08/2020	Ravensthorpe Building Supplies	13 x 6M LENGTHS OF 90X35MM PINE FOR FISHERMANS CAMP TOILETS		327.60	
INV 1037	07/08/2020	Ravensthorpe Building Supplies	11 X PINE 90 X 45 X 6000 & 24 X PINE REEDED DECKING 90 X 22 X 4800		326.90	
EFT12108	20/08/2020	Rhoda Suzanna Leighton	NOMINATION BOND REFUND	1		80.00
INV T1608	20/08/2020	Rhoda Suzanna Leighton	NOMINATION BOND REFUND	1	80.00	
EFT12109	20/08/2020	Sunny Industrial Brushware	6 X BOOT CLEANER MILD STEEL POWDER COATED YELLOW	1		686.40
INV 22167	06/08/2020	Sunny Industrial Brushware	6 X BOOT CLEANER MILD STEEL POWDER COATED YELLOW		686.40	

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EFT12110	20/08/2020	Toll Transport Pty Ltd	FREIGHT CHARGES - GUARDIAN PRINT, JASON SIGNS & SHOP FOR SHOPS	1		150.03
INV 0454-S3002/08/2020		Toll Transport Pty Ltd	FREIGHT CHARGES - SUNNY INDUSTRIAL		28.84	
INV 0455-S3009/08/2020		Toll Transport Pty Ltd	FREIGHT CHARGES - GUARDIAN PRINT, JASON SIGNS & SHOP FOR SHOPS		121.19	
EFT12111	20/08/2020	Will Chalk Carpentry	FOUNDATION WORKS FOR CARPORT REPLACEMENT AT 30 KINGSMILL STREET	1		2,844.60
INV 318	30/06/2020	Will Chalk Carpentry	FOUNDATION WORKS FOR CARPORT REPLACEMENT AT 30 KINGSMILL STREET		2,844.60	
DD5412.1	10/08/2020	WA Local Government Super Plan	Payroll deductions	1		11,313.92
INV SUPER	10/08/2020	WA Local Government Super Plan	Superannuation contributions	1	8,802.23	
INV DEDUCT	10/08/2020	WA Local Government Super Plan	Payroll deductions	1	210.00	
INV DEDUCT	10/08/2020	WA Local Government Super Plan	Payroll deductions	1	174.17	
INV DEDUCT	10/08/2020	WA Local Government Super Plan	Payroll deductions	1	1,115.39	
INV DEDUCT	10/08/2020	WA Local Government Super Plan	Payroll deductions	1	334.62	
INV DEDUCT	10/08/2020	WA Local Government Super Plan	Payroll deductions	1	63.42	
INV DEDUCT	10/08/2020	WA Local Government Super Plan	Payroll deductions	1	216.90	
INV DEDUCT	10/08/2020	WA Local Government Super Plan	Payroll deductions	1	73.08	
INV DEDUCT	10/08/2020	WA Local Government Super Plan	Payroll deductions	1	292.31	
INV DEDUCT	10/08/2020	WA Local Government Super Plan	Payroll deductions	1	31.80	
DD5412.2	10/08/2020	Rest Superannuation	Superannuation contributions	1		554.75
INV SUPER	10/08/2020	Rest Superannuation	Superannuation contributions	1	554.75	
DD5412.3	10/08/2020	BUSSQ	Payroll deductions	1		487.88
INV SUPER	10/08/2020	BUSSQ	Superannuation contributions	1	362.78	
INV DEDUCT	10/08/2020	BUSSQ	Payroll deductions	1	125.10	
DD5412.4	10/08/2020	ANZ Smart Choice Super	Superannuation contributions	1		190.32

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INV SUPER	10/08/2020	ANZ Smart Choice Super	Superannuation contributions	1	190.32	
DD5412.5	10/08/2020	The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1		571.16
INV SUPER	10/08/2020	The Trustee for The Dyer Super Fund (R Dyer)	Superannuation contributions	1	486.54	
INV DEDUCT	10/08/2020	The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1	84.62	
DD5412.6	10/08/2020	GuildSuper	Superannuation contributions	1		187.72
INV SUPER	10/08/2020	GuildSuper	Superannuation contributions	1	187.72	
DD5412.7	10/08/2020	Australian Super Pty Ltd	Superannuation contributions	1		245.48
INV SUPER	10/08/2020	Australian Super Pty Ltd	Superannuation contributions	1	245.48	
DD5412.8	10/08/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1		3,333.38
INV SUPER	10/08/2020	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	1,943.56	
INV DEDUCT	10/08/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	1,050.00	
INV DEDUCT	10/08/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	339.82	
DD5412.9	10/08/2020	MLC MasterKey Business Super	Superannuation contributions	1		561.23
INV DEDUCT	10/08/2020	MLC MasterKey Business Super	Payroll deductions	1	50.08	
INV SUPER	10/08/2020	MLC MasterKey Business Super	Superannuation contributions	1	511.15	
DD5431.1	24/08/2020	WA Local Government Super Plan	Payroll deductions	1		11,252.14
INV SUPER	24/08/2020	WA Local Government Super Plan	Superannuation contributions	1	8,725.32	
INV DEDUCT	24/08/2020	WA Local Government Super Plan	Payroll deductions	1	210.00	
INV DEDUCT	24/08/2020	WA Local Government Super Plan	Payroll deductions	1	174.17	
INV DEDUCT	24/08/2020	WA Local Government Super Plan	Payroll deductions	1	1,112.75	
INV DEDUCT	24/08/2020	WA Local Government Super Plan	Payroll deductions	1	352.17	
INV DEDUCT	24/08/2020	WA Local Government Super Plan	Payroll deductions	1	62.06	
INV DEDUCT	24/08/2020	WA Local Government Super Plan	Payroll deductions	1	218.48	

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INV DEDUCT	24/08/2020	WA Local Government Super Plan	Payroll deductions	1	73.08	
INV DEDUCT	24/08/2020	WA Local Government Super Plan	Payroll deductions	1	292.31	
INV DEDUCT	24/08/2020	WA Local Government Super Plan	Payroll deductions	1	31.80	
DD5431.2	24/08/2020	Rest Superannuation	Superannuation contributions	1		652.36
INV SUPER	24/08/2020	Rest Superannuation	Superannuation contributions	1	652.36	
DD5431.3	24/08/2020	BUSSQ	Payroll deductions	1		426.66
INV SUPER	24/08/2020	BUSSQ	Superannuation contributions	1	317.26	
INV DEDUCT	24/08/2020	BUSSQ	Payroll deductions	1	109.40	
DD5431.4	24/08/2020	ANZ Smart Choice Super	Superannuation contributions	1		190.32
INV SUPER	24/08/2020	ANZ Smart Choice Super	Superannuation contributions	1	190.32	
DD5431.5	24/08/2020	The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1		571.16
INV SUPER	24/08/2020	The Trustee for The Dyer Super Fund (R Dyer)	Superannuation contributions	1	486.54	
INV DEDUCT	24/08/2020	The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1	84.62	
DD5431.6	24/08/2020	GuildSuper	Superannuation contributions	1		187.72
INV SUPER	24/08/2020	GuildSuper	Superannuation contributions	1	187.72	
DD5431.7	24/08/2020	Australian Super Pty Ltd	Superannuation contributions	1		232.56
INV SUPER	24/08/2020	Australian Super Pty Ltd	Superannuation contributions	1	232.56	
DD5431.8	24/08/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1		3,354.56
INV SUPER	24/08/2020	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	1,963.49	
INV DEDUCT	24/08/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	1,050.00	
INV DEDUCT	24/08/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	341.07	
DD5431.9	24/08/2020	MLC MasterKey Business Super	Superannuation contributions	1		560.99



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INV DEDUCT	24/08/2020	MLC MasterKey Business Super	Payroll deductions	1	50.04	
INV SUPER	24/08/2020	MLC MasterKey Business Super	Superannuation contributions	1	510.95	
DD5439.1	31/08/2020	Department of Transport (Shire Licensing)	DoT PAYMENT BY AUTHORITY - AUGUST 2020	1		36,864.10
INV AUG 2020	31/08/2020	Department of Transport (Shire Licensing)	DoT PAYMENT BY AUTHORITY - AUGUST 2020	1	36,864.10	
DD5439.2	26/08/2020	Fines Enforcement Registry	LODGEMENT FEE FOR UNPAID INFRINGEMENT	1		539.00
INV 2008250026	26/08/2020	Fines Enforcement Registry	LODGEMENT FEE FOR UNPAID INFRINGEMENT	1	77.00	
INV 2008250026	26/08/2020	Fines Enforcement Registry	LODGEMENT FEE FOR UNPAID INFRINGEMENT	1	77.00	
INV 2008250026	26/08/2020	Fines Enforcement Registry	LODGEMENT FEE FOR UNPAID INFRINGEMENT	1	77.00	
INV 2008250026	26/08/2020	Fines Enforcement Registry	LODGEMENT FEE FOR UNPAID INFRINGEMENT	1	77.00	
INV 2008250026	26/08/2020	Fines Enforcement Registry	LODGEMENT FEE FOR UNPAID INFRINGEMENT	1	77.00	
INV 2008250026	26/08/2020	Fines Enforcement Registry	LODGEMENT FEE FOR UNPAID INFRINGEMENT	1	77.00	
INV 2008250026	26/08/2020	Fines Enforcement Registry	LODGEMENT FEE FOR UNPAID INFRINGEMENT	1	77.00	
DD5439.4	31/08/2020	Synergy	PAYMENT BY AUTHORITY - AUGUST 2020	1		10,010.27
INV AUG 2020	31/08/2020	Synergy	PAYMENT BY AUTHORITY - AUGUST 2020	1	10,010.27	
DD5439.5	31/08/2020	Water Corporation	PAYMENT BY AUTHORITY - AUGUST 2020	1		1,900.34
INV AUG 2020	31/08/2020	Water Corporation	PAYMENT BY AUTHORITY - AUGUST 2020	1	1,900.34	
DD5439.6	17/08/2020	SG Fleet	LEASE RENTALS AUGUST 2020	1		13,496.72
INV AUSG0020	20/08/2020	SG Fleet	LEASE RENTALS AUGUST 2020	1	13,496.72	
DD5439.7	03/08/2020	Westnet Pty Ltd	PAYMENT BY AUTHORITY - AUGUST 2020	1		330.29
INV AUG 2020	01/08/2020	Westnet Pty Ltd	PAYMENT BY AUTHORITY - AUGUST 2020	1	330.29	
DD5439.8	06/08/2020	WA Treasury Corporation (WATC)	WATC LOAN REPAYMENTS - AUGUST 2020	1		38,924.84
INV WATC A06	06/08/2020	WA Treasury Corporation (WATC)	WATC LOAN REPAYMENTS - AUGUST 2020	1	38,924.84	

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DD5439.9	10/08/2020	WA Treasury Corporation (WATC)	WATC LOAN REPAYMENTS - AUGUST 2020	1		33,710.68
INV WATC A	10/08/2020	WA Treasury Corporation (WATC)	WATC LOAN REPAYMENTS - AUGUST 2020	1	33,710.68	
DD5440.1	24/08/2020	BANKWEST Corporate Mastercard	JULY 2020 STATEMENT	1		7,275.47
INV JULY 202	24/08/2020	BANKWEST Corporate Mastercard	JULY 2020 STATEMENT	1	7,275.47	
DD5412.10	10/08/2020	MLC Superannuation	Superannuation contributions	1		50.22
INV SUPER	10/08/2020	MLC Superannuation	Superannuation contributions	1	50.22	
DD5412.11	10/08/2020	AMP Super	Superannuation contributions	1		59.36
INV SUPER	10/08/2020	AMP Super	Superannuation contributions	1	59.36	
DD5412.12	10/08/2020	BT Super for Life	Superannuation contributions	1		204.79
INV SUPER	10/08/2020	BT Super for Life	Superannuation contributions	1	204.79	
DD5412.13	10/08/2020	Care Super Pty Ltd	Superannuation contributions	1		173.02
INV SUPER	10/08/2020	Care Super Pty Ltd	Superannuation contributions	1	173.02	
DD5412.14	10/08/2020	Hesta Superannuation	Superannuation contributions	1		115.92
INV SUPER	10/08/2020	Hesta Superannuation	Superannuation contributions	1	115.92	
DD5412.15	10/08/2020	BT Super	Superannuation contributions	1		470.68
INV SUPER	10/08/2020	BT Super	Superannuation contributions	1	470.68	
DD5431.10	24/08/2020	MLC Superannuation	Superannuation contributions	1		50.22
INV SUPER	24/08/2020	MLC Superannuation	Superannuation contributions	1	50.22	
DD5431.11	24/08/2020	AMP Super	Superannuation contributions	1		61.01
INV SUPER	24/08/2020	AMP Super	Superannuation contributions	1	61.01	
DD5431.12	24/08/2020	BT Super for Life	Superannuation contributions	1		204.79

Date: 08/09/2020  
 Time: 3:02:40PM

**Shire of Ravensthorpe**  
**Creditors payments - August 2020**

USER: Eimear Guidera  
 PAGE: 19

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
INV SUPER	24/08/2020	BT Super for Life	Superannuation contributions	1	204.79	
DD5431.13	24/08/2020	Care Super Pty Ltd	Superannuation contributions	1		177.27
INV SUPER	24/08/2020	Care Super Pty Ltd	Superannuation contributions	1	177.27	
DD5431.14	24/08/2020	Hesta Superannuation	Superannuation contributions	1		115.92
INV SUPER	24/08/2020	Hesta Superannuation	Superannuation contributions	1	115.92	
DD5431.15	24/08/2020	BT Super	Superannuation contributions	1		471.17
INV SUPER	24/08/2020	BT Super	Superannuation contributions	1	471.17	
DD5439.10	17/08/2020	WA Treasury Corporation (WATC)	WATC LOAN REPAYMENTS - AUGUST 2020	1		23,658.23
INV WATC A	17/08/2020	WA Treasury Corporation (WATC)	WATC LOAN REPAYMENTS - AUGUST 2020	1	23,658.23	

**REPORT TOTALS**

<b>Bank Code</b>	<b>Bank Name</b>	<b>TOTAL</b>
1	Municipal Bank Account	<b>590,438.30</b>
<b>TOTAL</b>		<b>590,438.30</b>

# ATTACHMENT



# 2020 LOCAL PLANNING POLICY MANUAL



Adoption Date: \_\_\_\_\_

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### Document Control

Control Version	Date	Officer	Comment
A	14/04/14	CTP	First Draft for Comment.
B	04/06/14	CTP	Modified version for Council consideration.
C	27/06/14	CTP	Adopted by Council for final approval 26/6/14.
D	14/07/15	CTP	Advertising Signs policy revised and adopted for final approval by Council June 2015.
E	24/11/16	CTP	Sea container policy revised and gained final approval at Council Nov 2016.
F	24 /11/16	CTP	Draft “Developing in Bushfire Prone Areas” adopted for advertising.
G	3/5/17	CTP	Final adoption of LPP15 “Developing in Bushfire Prone Areas”.
H	21/9/17	RMH	Final adoption of: <ul style="list-style-type: none"> <li>• Sportsfields Advertising Signs</li> <li>• Second-hand Dwellings</li> <li>• Extractive Industry</li> <li>• Public Open Space – 3-5 Lot Subdivision</li> <li>• Alfresco Dining &amp; Trading in Public Places</li> <li>• Farm Forestry</li> <li>• Holiday Homes</li> </ul>
I	16/1/17	RMH	Final Adoption of: <ul style="list-style-type: none"> <li>• Advertising Signs</li> <li>• Outbuildings</li> <li>• Housing</li> <li>• Shipping Containers</li> <li>• Industrial Design Guidelines</li> </ul>
J	20/12/18	RMH	Refer to item 10.2.1

## Introduction

Clause 4 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2) gives the local government the ability to “prepare a Local Planning Policy in respect of any matter related to the planning and development of the Scheme area so as to apply –

- Generally or for a particular class or classes of matters; and
- Throughout the Scheme Area or in one or more parts of the Scheme area.”

A Local Planning Policy does not bind Council or the Shire of Ravensthorpe in its decision making. However, the Shire of Ravensthorpe shall have due regard to the provisions of an applicable policy and the objectives which the policy is designed to achieve before making its determination on a planning matter.

The policies included in this Local Planning Policy Manual shall be read in conjunction with the requirements of the Shire of Ravensthorpe Local Planning Scheme No.6 and the Shire of Ravensthorpe Local Planning Strategy.

## Objective

This Local Planning Policy Manual has been prepared to guide applicants and staff in preparing and assessing subdivision and development proposals. It aims to consistently apply the objectives of the Shire of Ravensthorpe Local Planning Scheme No.6 in the assessment of all development proposals.

## Approval Requirements

Unless stated otherwise within this Policy Manual, all matters are subject to the exercise of discretion by Council in granting Development Approval. In considering an Application for Development Approval for each of the policy areas, Council shall have due regard to the specific Scheme clauses, clause 67 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2) and the objectives and requirements of the relevant policy.

## Variations

Any variations to a policy will require the applicant to demonstrate exceptional circumstances as to why the policy should be relaxed with the proposal being presented to an Ordinary Meeting of Council for determination. Assessment of the application will require consultation with adjoining and affected landowners.

Council will have regards to any matters set out in Clause 67 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2) and the objective of the specific policy when a proposal seeks to vary the provisions of the Local Planning Policy Manual.



## Definitions and Interpretations

The below list outlines the definitions and interpretations used within this Policy Manual. Where a definition or interpretation is not listed, refer to the Shire of Ravensthorpe Local Planning Scheme No.6, Residential Design Codes of WA or the *Planning and Development Act 2005*.

### “Outbuilding” –

- Mean an enclosed non habitable structure that is detached from any dwelling (as defined under the Residential Design Codes); or
- Any Class 10A building under the Building Code of Australia (1996) Volume 2, which is not substantially connected to a dwelling.
- An open sided carport is not considered to be an outbuilding.

### “Height” –

is to be measured vertically from the natural ground level, as per the measuring criteria stipulated in the Residential Design Codes.

### “Main building line” –

means the distance from the front boundary of the property to existing buildings on the property, measured at a 90 degree angle from the closest point of the front boundary.

### “Reflective materials” –

means any material with the potential to cause glare , reflection or mirroring and shall include factory applied finishes such as zincalume & light colourbond colours such as white/off-white.

### ‘Rural Uses’ –

means those land uses listed in the last section of the Local Planning Scheme No.6 Zoning Table & Use Classes and includes (but is not limited to) the use classes Agriculture Intensive, Animal Establishment, Rural Pursuit, Wayside Stall and Winery.

### “Second Hand dwelling” –

means a building which has been used as a residential dwelling at any place other than on the lot upon which it is to be erected.

### “Transportable Building” –

means a prefabricated building that has been designed to be moved between sites, either being of a permanent or temporary nature.

### "Visually Permeable"

in reference to a wall, gate, door or fence that the vertical surface has:

- Continuous vertical or horizontal gaps of 50mm or greater width occupying not less than one third of the total surface area;
- continuous vertical or horizontal gaps less than 50mm in width, occupying at least one half of the total surface area in aggregate; or
- A surface offering equal or lesser obstruction to view;  
**As viewed directly from the street.**

## Advertising and Sign Interpretations

Definitions for Advertising and Signs are listed separately at Local Planning Policy 2.

## Farm Forestry Interpretations

Definitions for Farm Forestry policy are listed separately at Local Planning Policy 9.

# LOCAL PLANNING SCHEME NO.6 LOCAL PLANNING POLICY MANUAL

## LPP1 Sports fields - Advertising Signs

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### Policy Objective

To allow some forms of advertising signs on reserves.

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### Policy

#### Background

The Shire of Ravensthorpe Council adopted a policy on controlling advertisements in reserves to allow for advertisements in reserves to help offset the cost of maintaining reserves and to clarify what advertisements are acceptable.

#### Local Planning Policy No.1 - Requirements

##### Exemptions from Development Approval

In addition to the works and development specified in Schedule 2, cl. 61 of Planning and Development (Local Planning Schemes) Regulations 2015 development approval of the local government is not required for the following works:

- a) All signs at showgrounds, racecourses, major racing tracks, sports stadia, major sporting grounds and complexes provided that, in each case, the advertisement is not visible from outside the complex or facility concerned either from other private land or from public places and streets;
- b) Advertisement signs (illuminated and non-illuminated) relating to the functions of government a public authority or council of local government excluding those of a promotional nature constructed or exhibited by, or on behalf of any such body;
- c) Advertisement signs (illuminated and non-illuminated) required for the management or control of traffic on any public road, car park, cycleway, railway or waterway where such advertisement has been constructed or exhibited by or at the direction of a Government department, public authority or the council of a local government; and
- d) Advertisement signs (illuminated and non-illuminated) required to be exhibited by or pursuant to any statute or regulation or the like made pursuant to powers contained within a Statute provided that any such advertisement is constructed and/or exhibited strictly in accordance with the requirements specified therein.

#### General Requirements

In order to offset costs of maintaining reserves, Council shall, subject to the conditions hereunder, be receptive to proposals for corporate sponsorship for selective advertising on reserves:

- a) Advertisements relating to, or promoting, tobacco/alcohol products shall not be permitted.
- b) Clubs obtaining sponsorship for club activities shall be requested to obtain approval from Council before signs relating to such club sponsorship can be erected on sports fields, change rooms or other such structures including fences on sports fields. Signage, if approved, must face towards the playing surfaces only, of the sports fields.

Document Control Box							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>							
<b>Industry:</b>							
<b>Organisational:</b>	Shire of Ravensthorpe Local Planning Scheme No.6 Shire of Ravensthorpe Local Planning Strategy						
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2022	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM 20/12/18 – Item 10.2.1	Major Revision to Planning Scheme Policies					
2.							

## LPP2 Advertising Signs

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### Policy Objective

To guide the design, materials and siting of advertising structures and signs in the Shire of Ravensthorpe and to provide a clear direction in respect to all sign types.

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### Policy

#### Background

Control of signage is in two parts; advertising signs on private land and directional signs on public land (road reserves & reserves). This policy addresses the signage requirements as they apply to private land.

Schedule 2, cl. 80 of Planning and Development (Local Planning Schemes) Regulations 2015 allows Council to issue a notice pursuant to the Scheme requiring the advertiser to remove, repair, adapt, restore or otherwise adapt the advertisement if the advertisement is “in conflict with the aims of this Scheme”.

Signage will be determined at Council’s discretion in accordance with this Policy.

#### Definitions

In this Policy, unless the context otherwise requires:

**“advertisement”** has the same meaning as “sign”;

**“advertising device”** means any object on which words or numbers or figures are written, printed, affixed, illustrated or painted for the purpose of advertising any business, function, operation, event or undertaking or any product or thing and includes any vehicle or trailer or other similar stationery object placed or located so as to serve the purpose of advertising any business, function, event or undertaking or any product or thing;

**“bill”** means any material on which words, numbers or figures are written, placed, printed, illustrated or painted;

**“business”** includes the conduct of a profession, trade or occupation;

**“depth”** unless otherwise specifically stated, refers to the height of a sign, and not a three dimensional measurement. The word “depth” is used to differentiate between the lateral width of a sign and the height of the sign above the ground.

**“development sign”** means a sign erected on an area of land which has been approved for subdivision into a number of smaller lots, advertising the lots for sale but upon which no building development has taken place at the time of the approval of the sign;

**“electoral sign”** means a sign containing an advertisement relating to an election or to a referendum;

**“exempt sign”** means a sign referred to in the ‘Requirements’ section of this Policy;

**“fascia sign”** means a sign erected or displayed on the fascia of a building or the fascia of a verandah;

**“fly posting”** means advertising by means of posters placed on fences, walls, trees and like structures;

**“freestanding sign”** means any sign not attached to a structure or permanently fixed to the ground or pavement and includes “A frame” or “Sandwich Board” signs consisting of two sign boards attached to each other at the top or elsewhere by hinges or other means;

**“illuminated sign”** means a sign which can be lighted either from within or without the sign by artificial light provided, or mainly provided for that purpose and which does not emit a flashing light;

**“institutional sign”** means a sign erected or placed on any land or building used for or in conjunction with a surgery, clinic, hospital, rest home, home for the aged or other institution or place of a similar nature;

**“panel / fence sign”** – means an advertisement sign which is affixed to a panel or fence, but does not include a Pylon Sign, or any sign attached to a wall.

**“planning consent”** means the approval granted by Shire for the erection or display of a sign pursuant to the Town Planning Scheme;

**“premises”** means land and, unless the context otherwise requires, the buildings upon that land;

**“projecting sign”** means a sign that extends at right angles from a wall of a building;

**“pylon sign”** means a sign supported by one or more piers and not attached to a building and includes a detached sign framework supported by one or more piers to which sign infills may be added;

**“remote sign”** means a sign that is not located within or immediately adjacent to the business to which the sign relates, but does not include a portable sign.

**“reserve”** includes land vested in, or under the care, control and management of the Shire;

**“roof sign”** means a sign erected on or above the roof of a building;

**“rural producer sign”** means a sign erected on land zoned ‘Rural’ under a Town Planning Scheme indicating the products grown, reared or produced on the property;

**“sign”** includes any advertising device or other sign type defined in this Local Planning Policy;

**“sign infill”** means a panel which can be fitted into a pylon sign framework;

**“tourism sign”** means a traffic sign with white letters and/or symbols on a brown background used to guide travellers to: natural features and approved heritage sites of interest to tourists; and tourist establishments.

**“verandah sign”** an advertisement above, on or under a verandah, cantilever awning, cantilever verandah and balcony whether over a public thoroughfare or private land;

## **Local Planning Policy No.2 - Requirements**

### **Exemptions from Development Approval**

Nil

### **General Requirements**

All signs and advertisements shall comply with the requirements set out in Table 1 of this policy and shall:

- a. All sign applications shall stipulate the content of the sign with the application.
- b. Not pose a threat to public safety or health and shall not have any sharp or pointed projections where it is less than 2.75m above natural ground level.
- c. Be structurally sound and capable of withstanding any forces to which it would be reasonably subjected to without collapsing, deforming or moving.
- d. Not extend beyond any property boundary of a lot, overhang or encroach onto any reserve, Council verge or road reserve.
- e. Not be erected on land within a townsite unless it has a direct relationship with the business operated from the property or relevance to the premises on which they are located.
- f. Not be in any position where it obstructs the view from a street or site lines for vehicles entering and departing the subject lot on which the sign is placed;
- g. If illuminated:
  - i. use a low level of illumination and not cause a nuisance, by way of light spillage, to abutting sites;
  - ii. not comprise of flashing, pulsating, chasing or running lights;
  - iii. not interfere with or be likely to be confused with traffic control signals;
  - iv. have a minimum clearance of 2.75 metres from ground level.
- h. Not undermine or conflict with the objective of this Policy;
- i. Council reserves the right to refuse any sign in which the content of the advertisement:
  - i. could harm or cause detriment to the State;
  - ii. make reference to a product which is unsafe, or is otherwise unsuitable to be referred to in the advertisement;
  - iii. contains confusing, misleading, political, offensive or objectionable information; and
  - iv. would breach any provision of the Trade Practices Act or any other State or Commonwealth legislation.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



Table 1 - Sign Specifications Sign Type	Maximum Height	Maximum Width	Maximum Area	Minimum Height of Sign Above NGL	Maximum Height of Sign Above NGL	Maximum Projection from Building	Minimum Setback to Front Boundary	Minimum Setback to Side Boundary	Special Requirements
<b>Remote Sign</b>			4.5m <sup>2</sup>		3.0m				<p>The remote sign is to be associated with a business or community organisation based in the Shire of Ravensthorpe;</p> <p>It is erected within private property;</p> <p>The owner or owners of the property in which the remote sign is to be erected sign the Application for Development Approval form;</p> <p>The sign is located not less than:</p> <p>140m of another remote sign where the speed limit of the adjacent road is 110km/h;</p> <p>100m where the speed limit of the adjacent road is 90km/h or less;</p> <p>It is to face the direction of approaching traffic.</p> <p>It is located within 5km of a town site, or as otherwise determined by the local government taking into account the business location and the importance of the sign to providing information to the travelling public;</p> <p>It is not located within a gazetted town site;</p> <p>No more than two (2) remote signs per business will be permitted; and</p>

Table 1 - Sign Specifications Sign Type	Maximum Height	Maximum Width	Maximum Area	Minimum Height of Sign Above NGL	Maximum Height of Sign Above NGL	Maximum Projection from Building	Minimum Setback to Front Boundary	Minimum Setback to Side Boundary	Special Requirements
									<p>Development approval for a 'remote sign' is valid for five (5) years after which time a new application is required. Council may require the sign to be renewed at this time.</p> <p>Note: all remote signs capable of being seen from highways also require separate approval of Main Roads WA in accordance with Main Roads WA own 'Roadside Advertising' policy.</p>
Roof Sign		-	-	2.75m	-	-	-		<p>i) General presumption against mounted roof signs, unless where the applicant can demonstrate:</p> <p>a) The sign can be incorporated within the architectural design; and</p> <p>b) The form of advertising is determined to be necessary for the business.</p>
Verandah Sign	0.6m	-	-	2.75m	-	-	Nil	-	<p>i) One sign per tenancy/business;</p> <p>ii) 3m minimum separation to another verandah sign;</p> <p>iii) Be at right angles to the front street boundary, except where located on a corner;</p> <p>iv) Verandah Signs attached to the fascia of a verandah or the like shall not project beyond the outer frame or surround of the fascia.</p>



Table 1 - Sign Specifications Sign Type	Maximum Height	Maximum Width	Maximum Area	Minimum Height of Sign Above NGL	Maximum Height of Sign Above NGL	Maximum Projection from Building	Minimum Setback to Front Boundary	Minimum Setback to Side Boundary	Special Requirements
Projecting Sign	-	-	4m <sup>2</sup>	2.75m	-	1.0m	-	2.0m	i) One sign per tenancy/business; ii) Do not project above the top of the wall to which they are attached.
Pylon Sign	6.0m		4m <sup>2</sup>	2.75m ** (see iv)	6.0m	-	-	2.0m	i) Exemptions: a) Where pylon signs are to be erected on a lot on which a factory tenement building or small shops are erected or are to be erected the Shire may require all pylon signs to be incorporated into one sign in which case: <ul style="list-style-type: none"> <li>• all of the constituent or infill signs are of an equal size; and</li> <li>• one constituent or infill sign is provided for each business, shop or unit on the lot</li> </ul> ii) One sign per tenancy/business; iii) Be supported on one or more piers or columns of brick, stone, concrete, timber or steel of sufficient size and strength to support the sign under all conditions iv) May be permitted at less than 2.75m above NGL where located in a landscaping strip or similar

Table 1 - Sign Specifications Sign Type	Maximum Height	Maximum Width	Maximum Area	Minimum Height of Sign Above NGL	Maximum Height of Sign Above NGL	Maximum Projection from Building	Minimum Setback to Front Boundary	Minimum Setback to Side Boundary	Special Requirements
Hoarding Sign	-	-	-	-	-	-	-	-	Hoardings are not permitted within the Shire of Ravensthorpe.
Free-standing sign	1.0m	1.0 m	1m <sup>2</sup>	-	1.0m	-	-	-	i) Maximum of one sign per business; ii) The sign shall only be displayed during business hours; iii) Once placed, does not have any moving parts; iv) Shall only be used to advertise products and services available from the lot. v) The sign is to generally be located wholly within the boundaries of the lot. However Freestanding signs may be displayed within the verge area of a road reserve subject to the following: <ul style="list-style-type: none"> <li>• Written evidence being provided has public liability insurance cover to an amount not less than \$10 million. The Certificate must note that the cover extends to any sign that is located in a road reserve.</li> <li>• The sign is to be displayed adjacent to and between the business frontage and the nearest kerb. The display location of the freestanding sign is to be approved by the Shire of Ravensthorpe.</li> </ul>

Table 1 - Sign Specifications Sign Type	Maximum Height	Maximum Width	Maximum Area	Minimum Height of Sign Above NGL	Maximum Height of Sign Above NGL	Maximum Projection from Building	Minimum Setback to Front Boundary	Minimum Setback to Side Boundary	Special Requirements
									<ul style="list-style-type: none"> <li>No part of the sign is to be less than 600 mm from the face of the nearest kerb or, if no kerb, from the edge of the nearest road surface (or car parking bay)</li> <li>The effective width of a footpath, pedestrian access way or the like not being reduced to less than 2 metres effective width.</li> </ul>
Panel/Fence Sign	-	-	5m <sup>2</sup>		6.0m	-	-	-	i) Affixed to an existing panel or fence; ii) Are not erected between the existing building and the front boundary of the lot; iii) Are not within 10m of an existing sign on a lot.
Development Sign			32m <sup>2</sup>	-	-	-	-	-	i) A development sign shall be removed from the site within 2 years from the date of the approval or when 80% of the lots in the subdivision (or stage of subdivision) have been sold, whichever is the sooner. ii) Be displayed at the entrance to the subdivision and not remote from the lots being sold.
Rural Producer Sign			4m <sup>2</sup>		3.0m				i) Maximum of one sign per property; ii) A rural business sign shall – <ul style="list-style-type: none"> <li>not indicate or display any matter other than for the purpose of advertising the sale of produce grown or</li> </ul>

Table 1 - Sign Specifications Sign Type	Maximum Height	Maximum Width	Maximum Area	Minimum Height of Sign Above NGL	Maximum Height of Sign Above NGL	Maximum Projection from Building	Minimum Setback to Front Boundary	Minimum Setback to Side Boundary	Special Requirements
									<p>made available on the land on which the sign is erected;</p> <ul style="list-style-type: none"> <li>be erected within the boundaries on the land on which the produce offered for sale was grown or made or alternatively on the adjoining road verge if in the opinion of Council, existing vegetation would otherwise obscure the sign.</li> </ul>
<b>Flags</b>	-	-	4m <sup>2</sup>	2.75m	6.0m	-	-	-	<p>i) Maximum of two flags permitted per business/tenancy;</p> <p>ii) The pole to which a flag is affixed is to be of sufficient size and strength to support a flag;</p> <p>iii) No flag shall be permitted within 5m of another sign.</p>

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



<b>Document Control Box</b>							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	Schedule 2, cl. 80 of Planning and Development (Local Planning Schemes) Regulations 2015						
<b>Industry:</b>							
<b>Organisational:</b>	Shire of Ravensthorpe Local Planning Scheme No.6 Shire of Ravensthorpe Local Planning Strategy						
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2022	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>		<b>Description</b>				
1.	OCM 20/12/18 – Item 10.2.1		Major Revision to Planning Scheme Policies				
2.							

## LPP3 Outbuildings

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### Policy Objective

The objectives of the policy are as follows:

- a) To provide clear guidelines for the development of outbuildings in the Residential, Rural Townsite, Mixed Use, Rural Residential, [Rural Smallholdings](#) and Rural zones; and
- b) To achieve a balance between providing for the various legitimate needs for outbuildings, and minimizing any adverse impacts outbuildings have on the neighbours, the streetscape, the amenity of the neighbourhood or locality and of the Shire as a whole.

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### Policy

#### Background

Outbuildings are Class 10a buildings under the Building Code of Australia (1996) which are not substantially connected to a dwelling. Residents of the Shire of Ravensthorpe have different needs to those in metropolitan Perth, therefore this Policy recognises the need to vary the usual Residential Design Code recommendations by increasing outbuilding space (areas and heights) for garaging of vehicles, storage of boats, caravans and other items, domestic workshops, games rooms, studios, stables, etc. As a general rule people expect to be able to have larger outbuildings on larger lots. It is important to note that outbuildings are 'ancillary' buildings and therefore must be constructed in conjunction with another permitted land use such as a house or a rural use such as a 'rural pursuit', animal establishment or intensive agriculture.

The Shire is also aware that in some instances outbuildings may result in problems including:

- Use of outbuildings for unapproved commercial or industrial purposes, which may result in adverse noise, traffic, and visual impacts for neighbours and the locality. With the exception of those used for commercial farming purposes on rural lots, or approved home businesses, outbuildings may only be used for domestic purposes.
- Illegal use of outbuildings as residences, which often incorporate inadequate health and building standards for human habitation.
- Unlike most dwellings, outbuildings are usually very bland metal clad structures devoid of architectural features such as windows, verandas, etc. Construction of large and/or high sheds may have adverse impacts on visual character of streets and neighbourhoods, neighbours and scenic rural or coastal landscapes.
- When outbuildings incorporate reflective materials such as zincalume and are sited in visually prominent locations there is greater potential for adverse impacts on the landscape, and in some instances reflection can cause a serious nuisance for surrounding/nearby residents. The Town Planning Scheme specifically has regard to all development "using 'materials and colours on the exterior surfaces of all buildings with the objective of buildings blending with the surrounding landscape and environment."

As in many rural local governments there is often a desire to occupy a shed whilst building a house, particularly in the rural residential zones. This is not permitted by the Building Codes

of Australia as an outbuilding is 'non-habitable' by definition. However, the Caravan and Camping Regulations 1997 allow for someone to camp on their property with the approval of the local government for up to 3 months and up to 12 months with approval from the Minister for Local Government.

Camping in this fashion should be in a caravan and is only likely to be supported in the Rural zone.

### **Local Planning Policy No.3 - Requirements**

#### **Exemptions from Development Approval**

In addition to the works and development specified in Schedule 2, cl. 61 of Planning and Development (Local Planning Schemes) Regulations 2015 development approval of the local government is not required for the following works:

- a. Where a proposed outbuilding complies with the requirements specified in sections 2, and Table 1 of this policy, Development Approval is not required.
- b. Pre-fabricated garden sheds and animal enclosures (such as kennels and aviaries) less than 9m<sup>2</sup> in aggregate area and less than 2.4 metres in height are exempt from the requirements of this policy.

#### **General Requirements**

- a. Outbuildings are required to comply with the requirements of the Residential Design Codes of WA or as varied by the criteria set out in Table 1 below.
- b. Outbuildings proposed for vacant Residential, Rural Townsite, Rural Small Holdings, Rural Residential and Rural zoned land require Council approval and will generally not be supported unless:
  - i) A Building Permit has been issued for a Single House;
  - ii) The outbuilding is associated with an approved 'Rural Use';
  - iii) ~~In the Rural Residential zone a written undertaking is provided to build a house within 2 years of the outbuilding building permit being issued together with a bond of \$5000. The bond is fully refundable upon substantial commencement of the house on the same property~~
- c. Council will not permit residential habitation of a building approved as an outbuilding or shed on any land in the Shire of Ravensthorpe.
- d. In the Residential, Mixed Use and Rural Residential zones, the use of non-reflective materials is required.
- e. Ablutions are only permitted in an outbuilding where a house exists or has been substantially commenced on the same site.
- f. Use of outbuildings for commercial or industrial purposes is not permitted. Use of an outbuilding for a home occupation or cottage industry is to be in accordance with Council's Home Occupation, Home Business and Cottage Industry requirements.

Table 1 – Outbuilding Requirements

Zoning	Maximum Wall Height	Maximum Ridge Height	Maximum floor area (aggregate)	Special Requirements
<b>Residential</b>	3.0metres  2.4m (where wall is < 1.0m from boundary)	4.5metres  3.9m (where wall is < 1.0m from boundary)	<del>60 sqm</del>  10% of site area or 100sqm, whichever is less.	Setbacks are to be in accordance with the Residential Design Codes of WA.  Any setback variation will be assessed on its individual merit and Council <del>may</del> will consult with adjacent landowners.  Floor area is not to reduce the amount of open space required by Table 1 of the R-Codes.  Council will not support the construction of outbuilding/s in front of the main building line.
<b>Rural Town site and Mixed Use</b>	3.0metres  2.4m (where wall is < 1.0m from boundary)	4.5metres  3.9m (where wall is < 1.0m from boundary)	<del>60 sqm</del>  10% of site area or 100sqm, whichever is less.	As per Residential requirements where the Rural Town site or Mixed Use zoned property is used for residential purposes and constructed with an approved Single Dwelling or Grouped Dwelling.
<b>Rural</b>	N/A	N/A	N/A	Outbuildings are required to be setback in accordance with the following: i) <del>Front/Rear</del> – 20metres ii) <del>Side/Rear</del> – 10metres  Development approval is not required for outbuildings on Rural zoned land unless:  i) The proposed outbuilding does not comply with the setback requirements listed above; and/or  ii) The lot does not have frontage to a constructed public road; and/or  iii) The lot, area or closely associated building/s are listed on the Municipal Inventory or State Register of Heritage Places.



<b>Rural Residential and Rural Smallholdings</b>				
<b>Zoning</b>	<b>Maximum Wall Height</b>	<b>Maximum Ridge Height</b>	<b>Maximum floor area (aggregate)</b>	<b>Special Requirements</b>
< 2ha	4.5 metres	5.5 metres	200 sqm	Outbuildings proposed in the Rural Residential zone is to be in accordance with the requirements set out in Clause 4.15 and Schedule 2 of the Scheme.
2ha – 5ha	4.5 metres	6 metres	250 sqm	
< 5ha	4.5 metres	6 metres	250 sqm	
				Outbuildings proposed in the Rural Smallholdings zone is to be in accordance with the requirements set out in Clause 4.16 and Schedule 2 of the Scheme.

### **Variations to the Policy**

Any variations to the policy will require the applicant to demonstrate exceptional circumstances as to why the policy should be relaxed with the proposal being presented to an Ordinary Meeting of Council for determination. Assessment of the application will require consultation with adjoining and affected landowners.

Council will have regard for matters such as;

1. The visibility of the proposed outbuilding(s) as viewed from a street, public space or neighbouring property;
2. The need for removal of any native vegetation or major trees;
3. Comments from affected neighbours/landowners;
4. Preservation of useable on site open space areas;
5. The ability for the outbuilding(s) to be screened by existing or proposed landscaping;
6. Whether support for the application will set an undesirable precedent for similar sized surrounding lots;
7. The impact of the development on streetscape and the character of the area;
9. The objectives of the zone;
10. All relevant general matters as set out in Clause 67 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2); and
11. Any other matter considered relevant by the Council.

Document Control Box							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	Class 10a buildings under the Building Code of Australia (1996) Caravan and Camping Regulations 1997						
<b>Industry:</b>	Residential Design Codes of WA Building Code of Australia (1996)						
<b>Organisational:</b>	Shire of Ravensthorpe Local Planning Scheme No.6 Shire of Ravensthorpe Local Planning Strategy						
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2022	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>		<b>Description</b>				
1.	OCM 20/12/18 – Item 10.2.1		Major Revision to Planning Scheme Policies				
2.							

## LPP4 Housing

### Policy Objective

The objectives of the policy are as follows:

- a) To provide clear design guidelines for the development of housing in the Residential, Rural Townsite, Mixed Use, Rural Residential and Rural that complement the requirements of the Scheme and where applicable the R-Codes; and
- b) To provide design guidelines for housing in the Shire that establishes the standards expected of all residential development.

### Policy

#### Background

The Shire of Ravensthorpe has had separate policies in the past for governing the development of houses in the Hopetoun Residential Development Area (also known as Maryanne Waters), the Rural Small Holding and Rural Residential zones and a separate policy on the 'Appearance of Dwellings'. There was considerable repetition in these policies, this policy unifies and replaces these previous policies.

Development of Single Houses is to comply with the requirements of Local Planning Scheme No.6 and in the 'Residential' zone, the Residential Design Codes of WA (R-Codes).

This Policy compliments the existing Scheme provisions and varies the 'deemed-to-comply' provisions of the R-Codes to the extent stated in this Policy as a 'regional variation' as permitted by clause 7.3 of the R-Codes.

This policy refers to the development of 'Single Houses', 'Grouped Dwellings' and 'Multiple Dwellings' in the Residential, Rural Townsite, Mixed Use, Rural Residential, Rural Smallholdings and Rural zones.

### Local Planning Policy No.4 - Requirements

#### General Requirements

- a. Single Houses, Grouped Dwellings and Multiple Dwellings are required to comply with the requirements of the Residential Design Codes of WA (Where they apply) or as varied by the criteria set out in the clauses and Table 1 "Housing Requirements" below.
- b. Split-coded areas
  - i) With the exception of the minimum lot size, all the requirements of the higher density coding shall apply to development on land zoned R10/20, R10/25 and R10/30.
  - ii) All development above the R5 density is required to connect to the reticulated sewerage system '.
- c. All houses are to provide verandahs, porticos, porches or other architectural relief on the elevations that are viewed from the street with a minimum length of 25% of the front façade of the house.
- d. Rural Residential and Rural Smallholdings zone specific requirements
  - i) Where a building envelope is shown on a Subdivision Guide Plan it may be varied on application to the Council and the new building envelope location assessed against:
    - The objective of the zone;
    - Protection of landscape values;

- Impact on views from neighbouring properties; and
  - Fire management requirements impacting remnant vegetation.
- ii) Fencing around yards:
- Solid panel fencing permitted around private areas of house and immediate yard but within the building envelope.
  - Fence between house and street is to be visually permeable.
- e. Ancillary Accommodation requirements
- i) Ancillary accommodation is to meet the following criteria (within the Residential, Rural Townsite and Mixed use zones):
- The ancillary accommodation can be attached or independent from a single dwelling located on the same lot;
  - The ancillary dwelling is a maximum of 80m<sup>2</sup> in floor area, excluding verandahs, patios, carports and similar non-enclosed areas; and
  - Materials and colours used on external walls and roof complement the main dwelling.
- ii) Ancillary accommodation is to meet the following criteria (within Rural Residential, Rural Smallholdings and Rural zones):
- The ancillary dwelling is a maximum of 80m<sup>2</sup> in floor area, excluding verandahs, patios, carports and similar non-enclosed areas; and
  - At least one parking bay is to be provided.
  - Where an 'Ancillary Accommodation' unit exceeds the floor area stated in the first dot point of Clause e.ii), a variation of up to 25% may be permitted subject to the advertising requirements of Clause 64 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



**Table 1 Housing Requirements**

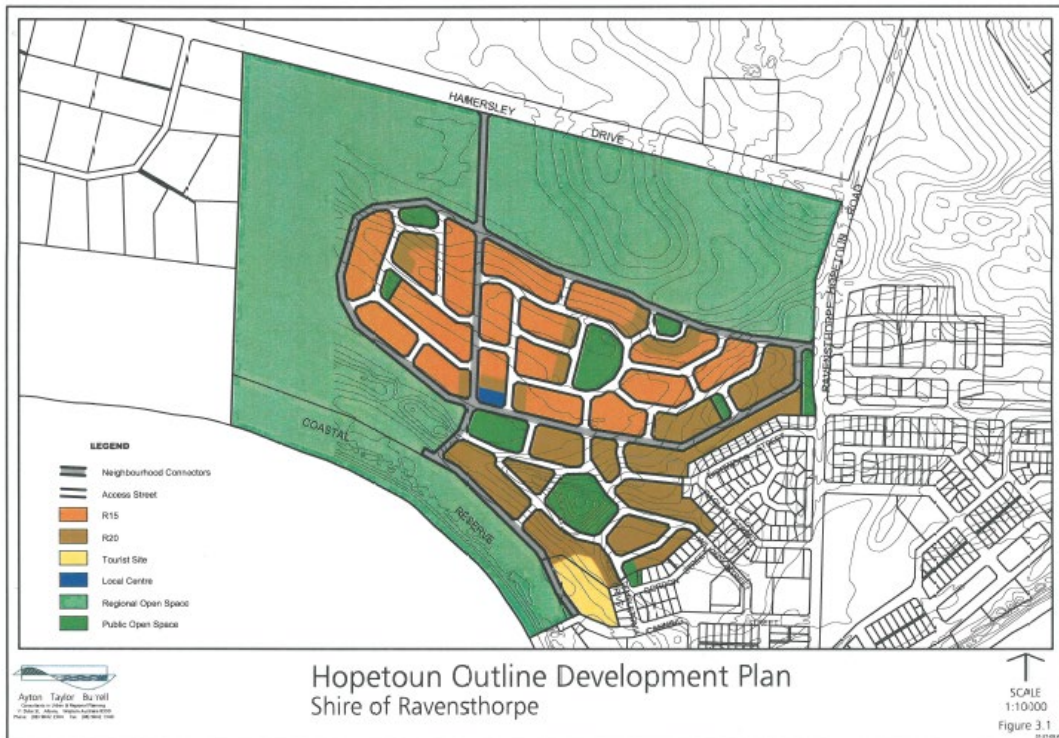
Policy Requirement	Residential zone	Hopetoun Residential Development Area**	Rural Town site and Mixed Use zones	Rural Residential and Rural Smallholdings zones	Rural zone
Location of Housing	As per R-Codes	As per R-Codes	As caretaker's accommodation above or to the rear of commercial development that fronts the primary street. Refer clause 4.25 of the Scheme	As per specific zone requirements, either setback from boundaries or located within a building envelope.	Front/Rear setback – 20metres Side setback – 10metres
Reflective materials	Roof only; at discretion of Local Government; Care must be taken to avoid glare nuisance to neighbouring residences and passing traffic.	Roof only; at discretion of Local Government; Care must be taken to avoid glare nuisance to neighbouring residences and passing traffic.	Roof only; at discretion of Local Government; Care must be taken to avoid glare nuisance to neighbouring residences and passing traffic.	Not permitted	Permitted
Minimum internal floor area	-	140m <sup>2</sup>	-	-	-
Car parking, Garages and Carports	As per R-Codes	Garages & carports to be constructed of same materials and under the same roof as main residence. Discretion applies to carports which may be located as close as possible to the	As per R-Codes	Gravel hardstand area required for the house. Garages and carports attached to the house are to be constructed of same materials.	-

		dwelling and express architectural sympathy with main dwelling. Garages to be setback behind front building line of the dwelling.			
Driveways & car parking	As per R-Codes	Driveways to be completed concurrently with the dwelling. Maximum 1 driveway per dwelling.	As per R-Codes & Scheme requirements	Minimum width 3.0m Maximum width 5.0m Maximum 1 driveway per dwelling. Located to minimise noise and dust on neighbouring properties	-
Landscaping	As per R-Codes	Retention of existing vegetation on the site is to be included as part of any landscaping requirement.	As per R-Codes	House and driveway location is to minimise the removal of existing remnant vegetation	-

**\*\* Plan of the Hopetoun Residential Development Area is appended to this Policy**

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### Document Control Box

**Custodian:** Chief Executive Officer

**Decision Maker:** Council

#### Compliance Requirements:

**Legislation:** Clause 4 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2)

**Industry:** Residential Design Codes of WA

**Organisational:** Shire of Ravensthorpe Local Planning Scheme No.6  
Shire of Ravensthorpe Local Planning Strategy

#### Document Management:

<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2022	<b>Ref:</b>	
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Version #	Decision Reference:	Description
1.	OCM 20/12/18 – Item 10.2.1	Major Revision to Planning Scheme Policies
2.		

## LPP5 Industrial Design Guidelines

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### Policy Objective

The objectives of this Policy are to:

- a) Ensure the orderly and appropriate development of industrial areas in the Shire; and
- b) Provide acceptable development standards for industrial areas in the Shire.

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### Policy

#### Background

Local Planning Scheme No.6 (the Scheme) has two zones which are intended to accommodate industrial development; 'Light Industry' and 'General Industry'. The objectives of these zones are as follows:

#### Light Industry

- To provide for a range of industrial uses and service industries generally compatible with urban areas, that cannot be located in rural townsite and mixed use zones.
- To ensure that where any development adjoins zoned or developed residential properties, the development is suitably set back, screened or otherwise treated so as not to detract from the residential amenity.

#### General Industry

- To provide for a broad range of industrial, service and storage activities which, by the nature of their operations, should be isolated from residential and other sensitive land uses.
- To accommodate industry that would not otherwise comply with the performance standards of light industry.
- Seek to manage impacts such as noise, dust and odour within the zone.

The scheme lists specific development requirements for the land uses and zones in 'Schedule 2 - Additional Site and Development Requirements' and 'Schedule 4 – Car Parking Requirements'.

It is important that the Shire's industrial areas maintain a reasonable level amenity and that a level playing field is maintained for all landowners in these areas. Providing adequate parking for customers and staff within the lot boundaries to a consistent standard as well as a reasonable standard of landscaping in these zones is considered essential.

The development requirements need to be balanced with the need to encourage new business activity and what can be reasonably expected of and maintained by an industrial business operator.

The standard of development particularly within the front setback area of a development sets the standard for how an industrial area presents to the general public. This policy stipulates the minimum standards of development that the Shire of Ravensthorpe will accept for all new development in the Light Industry and General Industry zones.



## **Local Planning Policy No.5 - Requirements**

### **1. General Requirements**

This Policy applies to applications for development in the Light Industry and General Industry zones.

### **2. Use of Front Setback area**

- i) The front setback area is the area in front of the 'main building line' and shall generally be used only for the purposes of landscaping, car parking, access or an approved 'trade display'.
- ii) No materials or product are to be stored in the front setback area (with the exception of an approved trade display).
- iii) No loading and unloading of goods and materials is take place in the front setback area.
- iv) An open storage area that is visible from a public place or street is to be screened to the satisfaction of the Shire.

### **3. Building Facades**

- i) The facade of the building that addresses the primary street shall be either a purpose built office or constructed of brick, stone, concrete or glass or a combination of one or more of these materials.
- ii) Other materials of a type and to a design approved by the Council may be permitted on a facade provided that the materials to be used are structurally and aesthetically acceptable to the Council. Zinalume cladding is not acceptable.

### **4. Building Materials**

- i) The use of un-painted 'Zinalume' is not permitted on any building in the Light Industry Zone.
- ii) The use of 'Zinalume' on buildings greater than 150m<sup>2</sup> is not permitted in the General Industry Zone.

### **5. Carparking & Trafficable Areas**

- i) All car parking bays and manoeuvring areas, including the driveway access in the front setback area, being properly drained, kerbed and sealed. All parking spaces are to be line-marked and maintained in good repair thereafter.
- ii) A minimum of a 2 coat bitumen seal is requirement for car parking and manoeuvring for visitors and staff in front setback area.
- iii) All other parking, truck turnarounds, storage and hardstand areas may be of gravel construction; constructed to ensure that dust does not cause a nuisance.

### **6. Landscaping**

- i) Landscaping areas are to generally located in the front setback and down the side boundaries.
- ii) A landscaping plan is to accompany any application for planning development approval, and landscaping is to complement the appearance of the proposed development.
- iii) Landscaping shall generally consist of lawns, gardens or the planting of trees and shrubs. The use of native and water efficient plants is encouraged.
- iv) Landscaping is to be established within 3 months of the completion of the building.
- v) Landscaped areas are to be reticulated and maintained at all times.
- vi) With the approval of the Shire fifty (50) per cent of the landscaping requirement identified in the Scheme Text and this Policy may be met by landscaping the verge area, providing that reticulation is installed and on-going maintenance of the total road verge bordering the subject lot is undertaken. For corner lots, this credit will be eighty (80) per cent of the landscaping requirement identified in the Scheme Text where the whole of the verge is treated.

**7. Stormwater**

- i) Stormwater is to be contained on site before discharged to road or district system.
- ii) The development may require oil separators or nutrient stripping infrastructure (such as retention basins) at the discretion of the Shire.
- iii) The use of rainwater tanks for storage and reuse on site is encouraged.

**8. Use of Transportable Buildings**

- i) The use of transportable buildings (including second-hand buildings), such as offices and ablutions is permitted only with Council Planning Development Approval.
- ii) Transportable buildings are to be painted and/or clad to complement other buildings on the property.
- iii) Council may require modification of the roof line to ensure the building is made visually acceptable in the streetscape.

Document Control Box							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>							
<b>Industry:</b>							
<b>Organisational:</b>	Shire of Ravensthorpe Local Planning Scheme No.6 Shire of Ravensthorpe Local Planning Strategy						
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2022	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>		<b>Description</b>				
1.	OCM 20/12/18 – Item 10.2.1		Major Revision to Planning Scheme Policies				
2.							

## LPP6 Extractive Industry

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### Policy Objective

The objectives of this policy are as follows:

- a) To assist Council in determining applications for extractive industries by providing general guidelines and outlining matters Council will have regard for in assessing applications.
- b) To protect and maintain the existing landscape character, native vegetation, productive agricultural uses and general amenity of the Shire.
- c) To set out standard conditions that will be considered by Council in their assessment of extractive industry applications.
- d) To provide for appropriate 'buffers' between extractive industries and sensitive land uses.

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### Policy

#### Background

The Shire of Ravensthorpe Local Planning Scheme No.6 defines an extractive industry as follows:

**"industry – extractive"** means premises, other than premises used for mining operations, that are used for the extraction of basic raw materials including by means of ripping, blasting or dredging and may include facilities for any of the following purposes –

- (a) the processing of raw materials including crushing, screening, washing, blending or grading;
- (b) activities associated with the extraction of basic raw materials including wastewater treatment, storage, rehabilitation, loading, transportation, maintenance and administration;

Extractive industries are an Adverting land use in the 'Rural' zone and not permitted in any other zone. Council may require that they be referred to neighbouring landowners for comment. Extractive industries can have a high impact on the surrounding road infrastructure, existing vegetation and amenity of surrounding landowners and will therefore be referred to the relevant government agencies during the assessment period for comment. These may include Main Roads WA, Department of Biodiversity Conservation and Attractions, Department of Water and Environmental Regulation, Department of Mines, Industry Regulation and Safety and Department of Primary Industries and Regional Development depending upon the nature of the application.

Where existing remnant vegetation is proposed to be cleared the applicant may need to seek a Vegetation Clearing Permit from the Department of Water and Environmental Regulation in accordance with the Environmental Protection (Clearing of Native Vegetation) Regulations 2004.

Larger extractive industries may require registration or a license as a 'prescribed premise' from the Department of Water and Environmental Regulation under Part V of the Environmental Protection Act 1986 (Environmental Protection Regulations, 1987, Schedule 1)

Finally, the Department of Mines, Industry Regulation and Safety (DMIRS) have a separate role under the Mine Safety & Inspection Act 1994 to ensure the safety of extractive industries

throughout the Shire. A separate approval and process is required with the DMIRS including preparing a 'Project Management Plan'. More information is available at <http://www.dmp.wa.gov.au/Safety/Submitting-a-project-management-9184.aspx>

### **Local Planning Policy No.6 - Requirements**

#### **Exemptions from Development Approval**

No exemptions are applicable to this policy

#### **General Requirements**

- a. The following setbacks will generally be applied to excavation areas/ pits;
  - i) A minimum of 75 metres to any road or thoroughfare;
  - ii) A minimum of 50 metres to any property boundary in a different ownership;
  - iii) A minimum of 50 metres to any water course or stand of remnant vegetation.
- b. Excavation areas/ pits are to be separated from the closest 'sensitive land use' on a different lot (usually a house) by the recommended generic buffer distance listed in Table 1 unless a site specific technical study is prepared.
- c. Where an extractive industry proposes direct access to a sealed road and the projected number of vehicle movements from the site would justify such a requirement (as determined by Council), the Council may require crossover and vehicle access areas within 50 metres of the road to be constructed with a stable, impervious surface.
- d. Those portions of public roads as are affected by the activities related to an extractive industry shall be maintained to a 'pre-development' standard acceptable to Council at the applicants cost. A road maintenance contribution and / or bond may be payable to Council prior to commencement of works to ensure roads are maintained to satisfactory standards. The contribution may be applied at the discretion of Council. Such upgrading contributions may be financial or in-kind and shall be calculated on a case-by-case basis.
- e. An Environmental Management Plan is to be submitted addressing dieback controls, spread of noxious weeds, dust and noise is to be compiled in consultation with the Department of Biodiversity Conservation and Attractions and submitted to the Shire for separate written endorsement prior to commencement of any site work or an alternative time period agreed to in writing by the Shire.
- f. A Rehabilitation Plan is to be submitted and approved by the Shire in writing. This plan is to address (but not be limited to) the following issues:
  - i) Restrict the area of open pit to 2 hectares. Larger pits may be considered for gravel extraction where the applicant can demonstrate that it will not have any detrimental impact on the environment or amenity of the area (by lodging a detailed environmental management plan).
  - ii) How the portions of land subject to extraction are to be rehabilitated (following each stage of extraction) to allow for future rural use and shall include;
    - Flattening the land;
    - Spreading of stockpiled topsoil (capable of supporting seed and plant re-growth);
    - Forming stable battered banks not to be steeper than 1 in 5; and/or
    - And revegetation using native trees, shrubs and groundcovers/ undergrowth.
- g. An extractive industry licence is valid for twelve (12) months from issue of the Planning Development Approval starting from the 1st July. It is renewable annually by the Shire subject to no complaints being received by the Shire.

- h. Should Council be informed by the Permit Holder that renewal of the Approval is not required; Council will formally revoke the Approval. The operator is to ensure that the excavation is properly rehabilitated.

**Table 1 – Generic buffers to sensitive land uses**

Industry	Description of Industry	Buffer distance in meters
Clay extraction or processing	Mining, extraction or processing of clay	500-1000 depending on size.
Extractive Industry – hard rock	quarrying (including blasting), crushing and screening	1000
Sand and limestone extraction	no grinding or milling works	300-500 depending on size

### Special Application Requirements

- a. Where a new extractive industry is proposed, or an existing industry is to be increased in size over what was originally approved, development approval is required prior to the industry commencing or extending. Applicants need to lodge;
- A completed development application form to be signed by the owner of the land.
  - A detailed written submission explaining the application, and addressing the matters to be considered at part 3b of this policy (as per below).
  - Detailed, accurate and scaled plans.
- b. In considering any application, Council will have regard for the following matters;
- i) It is important that each application be examined on its individual merit having regard for the existing land uses, topography of the land, and its specific location.
  - ii) Whether the site is in a visually significant location such as on a ridge, adjacent to the coast or an estuary, close to a national park or nature reserve, visible from a major road, tourist destination, scenic route or tourist route
  - iii) Compatibility with adjoining land uses.
  - iv) Noise, dust and vibration abatement measures.
  - v) Proximity and buffers to wetlands and water courses.
  - vi) Whether the proposal includes clearing of significant remnant vegetation and the quality of vegetation.
  - vii) Drainage implications including surface and ground water impacts.
  - viii) Rehabilitation measures.
  - ix) Intended end use of the land and future planning for the area.
  - x) Prevention of spread of dieback or other disease.
  - xi) Environmental management and measures proposed to be undertaken by the proponent to address environmental issues.
  - xii) Whether the access roads proposed are suitable for the volume of traffic and type of heavy vehicles proposed.
  - xiii) Whether the site has access to major roads, and whether the existing roads to be used by trucks are in good condition.
  - xiv) The proposed road haulage route and whether the use of any state controlled roads are proposed.
  - xv) Size of trucks and number of truck movements.
  - xvi) Existence of other extractive industry or heavy haulage-associated use in the vicinity.
  - xvii) Details of the storage of fuel and flammable materials on the site;

- xviii) The material to be excavated, including maximum depth of excavation, area to be open at any one time and expected pit life;
- c. Council has discretion to advertise any application for extractive industry through letters to adjacent and nearby landowners, letters to relevant authorities, newspaper advertising and / or a sign on site.

Whilst the need for advertising can be determined on a 'case by case' basis, this Policy recommends that all 'extractive industry' applications be advertised due to potential impact on amenity and application of buffers.

Advertising will be for a minimum of 14 days in accordance with Clause 64 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

The application may also be referred to relevant authorities in accordance with Clause 66 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015. The types of authorities that Council may liaise with include (but are not limited to);

- Environmental Protection Authority (EPA);
- Department of Biodiversity Conservation and Attractions (DBCA);
- Water Corporation (WC);
- Department of Water and Environmental Regulation (DWER);
- Department of Mines, Industry Regulation and Safety (DMIRS);
- Department of Primary Industries and Regional Development (DPIRD);
- Main Roads (MRWA);
- Western Power (WP);
- Department of Planning, Lands and Heritage (DPLH);
- Tourism WA; and
- Any other authority Council considers relevant.

<b>Document Control Box</b>							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	Clause 4 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2)						
<b>Industry:</b>	Residential Design Codes of WA						
<b>Organisational:</b>	Shire of Ravensthorpe Local Planning Scheme No.6 Shire of Ravensthorpe Local Planning Strategy						
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2022	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM 20/12/18 – Item 10.2.1	Major Revision to Planning Scheme Policies					
2.							

## LPP7 Public Open Space – 3-5 Lot Subdivision

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### Policy Objective

The objectives of this policy are as follows:

- a) To ensure that there is adequate provisions of Public Open Space within the townsites of the Shire of Ravensthorpe;
- b) To ensure that Public Open Space owned and maintained by the Shire of Ravensthorpe is of a high quality for use; and
- c) To provide suitable guidelines to Council where it should request a land or cash-in lieu contribution to Public Open Space for subdivisions creating between 3 – 5 lots.

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### Policy

#### **Local Planning Policy No.7 - Requirements**

##### **Exemptions from Public Open Space contribution:**

This policy only applies to subdivision which creates 3-5 lots zoned 'Residential' by the Shire of Ravensthorpe Local Planning Scheme No.6.

##### **General Requirements**

- a) The following contribution of land or cash-in-lieu shall be applied:
  - i) 5 percent where a proposal creates three (3) 'Residential' zoned lots;
  - ii) 7.5 percent where a proposal creates four (4) 'Residential' zoned lots; and
  - iii. 10 percent where a proposal creates five (5) 'Residential' zoned lots.
  
- b) The Shire of Ravensthorpe shall determine if a land or cash-in-lieu contribution to Public Open Space is appropriate. In making this decision, Council shall consider:
  - i) The proximity of the proposed subdivision to any nearby reserves;
  - ii) If the proposed subdivision immediately adjoins a reserve for recreation and whether a land contribution could be amalgamated with that reserve;
  - iii) If funding from a cash-in-lieu contribution for Public Open Space would be able to be used to improve nearby existing reserves that would be used by the proposed subdivision; and
  - iv) If the proposed subdivision contains land which the Shire of Ravensthorpe wishes to secure for Public Open Space purposes.

<b>Document Control Box</b>							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>							
<b>Industry:</b>							
<b>Organisational:</b>	Shire of Ravensthorpe Local Planning Scheme No.6 Shire of Ravensthorpe Local Planning Strategy						
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2022	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>		<b>Description</b>				
1.	OCM 20/12/18 – Item 10.2.1		Major Revision to Planning Scheme Policies				
2.							



## LPP8 Alfresco Dining & Trading in Public Places

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### Policy Objective

The objectives of this Policy are:

- a) To enhance the functions, appearance and character of the commercial areas by permitting alfresco dining associated with existing food establishments on Council controlled land such as road reserves;
- b) To allow for the operation of trading activities in public places in such a manner and location that they do not conflict with, or act prejudicially towards the Shire's retail and service base, or any other function of the town centre.

### Policy

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#### Background

Alfresco dining in appropriate locations within the Shire's townsites can contribute to its ambience by adding colour, vibrancy and interest to the streetscapes. Alfresco dining is encouraged in all town centres, and especially in locations closely associated with retailing, entertainment and tourism.

The Shire of Ravensthorpe supports and encourages the establishment of alfresco dining areas which:

- i) Enhance the amenity, vitality and ambience of the town's retail, commercial, entertainment and tourism areas;
- ii) Contribute to the activation of streets or laneways on which they are located;
- iii) Provide innovative, unique and creative alfresco street furniture;
- iv) Do not interfere with the safe and reasonable movement of pedestrians, people with prams and motorised wheelchairs; and
- v) Are located so that they do not cause danger or unnecessary distraction to motorists, pedestrians or other road users.

In the interests of encouraging alfresco dining and street activity the additional floor space will not attract a requirement to provide additional parking.

### Local Planning Policy No.8 - Requirements

#### General Requirements

This Policy applies to applications seeking approval to use public land for alfresco dining and trading in public places activities whether on a permanent or temporary basis. Council will have regard to the policy statements below in assessing and considering all applications.

- a. The proposed dining area or display is to be attractively integrated with, and enhance the character of the immediate locality and overall streetscape.
- b. Council will not approve dining and/or display activities where, in its opinion, approval would conflict with or inconvenience other existing businesses. Council in its consideration of the impacts may consult with the owners/occupiers of other nearby premises.
- c. Generally, dining and/or displays will be approved only where they are directly associated with an existing adjacent business. Activities that are not directly associated

with an adjacent business may be considered in special circumstances but only where they meet a demand for goods and services that are not available already.

- d. All objects for dining and/or display placed within the footpath area must not obstruct pedestrian movement or access to and from kerbside parking bays and a minimum clear footpath width of 2m shall be maintained in all cases.
- e. All objects and furniture located as part of the dining and/or display area are to be readily removable. However, where it is demonstrated to the satisfaction of Council there are positive benefits to the public, more permanent features may be permitted providing all costs associated with removal and restoration are borne by the applicant and Council is satisfied with the form, construction and appearance of those more permanent features.
- f. Objects placed on the footpath within the road reserve must not obstruct sight lines for either vehicles or pedestrians, either at road junctions and crossovers.
- g. The applicant is responsible for attending the dining and/or display area and ensuring it is maintained in a good condition and clean and tidy state at all times.
- h. If a dining area and/or display are not maintained in a good condition and clean and tidy state and/or the conditions of Council's approval are not adhered to, Council may withdraw the approval and all associated materials and objects associated with the approved use must be removed.
- i. The applicant shall be solely responsible for all and any associated costs with the removal, alteration, repair, reinstatement or reconstruction to Council's satisfaction of the street carriageway, footpath or any part thereof arising from the use of the approved area. If an applicant does not complete the necessary works, Council may recoup such costs from the applicant.
- j. The installation of transparent, roll-down blinds to provide weather protection for an alfresco area is supported in principle but they must be taken down each night at the close of business.
- k. An Alfresco Dining and Trade Display permit is valid for twelve (12) months from issue of the Development Approval starting from the 1 July. It is renewable annually by the Shire subject to no complaints being received by the Shire.

### **Special Application Requirements**

- (i) The applicant is required to show evidence of appropriate comprehensive public liability insurance covering any activity, object or provision within the approved public place and indemnify Council against any claim from its use by them and/or patrons.
- (ii) In addition to normal development application requirements, applications for Alfresco Dining Areas or Street Displays must be accompanied by plans, drawn to scale, which clearly indicate the proposed location of tables, chairs and any other object(s) and shows their relationship to existing features such as the building, kerb line, street furniture, landscaping and adjoining buildings
- (iii) Applications must contain a written submission and must specify proposed days and hours of trading in the public area.

<b>Document Control Box</b>	
<b>Custodian:</b>	Chief Executive Officer

<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>							
<b>Industry:</b>							
<b>Organisational:</b>	Shire of Ravensthorpe Local Planning Scheme No.6 Shire of Ravensthorpe Local Planning Strategy						
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2022	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM 20/12/18 – Item 10.2.1	Major Revision to Planning Scheme Policies					
2.							

## LPP9 Farm Forestry

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### Policy Objective

The objectives of this Policy are to:

- a) To facilitate a more consistent, efficient and effective planning process for tree farms.
- b) To facilitate the establishment, management and harvesting of plantations consistent with the Code of Practice for Timber Plantations in Western Australia, as amended.
- c) To support and encourage the development of Agroforestry in the Shire for its combined economic, environmental and social benefits and its greater contribution to sustainability in rural areas.

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### Policy

#### Background

There is potential for commercial timber and associated products in the Shire, but the choice of species is restricted to well defined ranges due to soil type and rainfall. Another emerging plantation industry is the establishment of carbon plantations to create carbon offsets through the establishment and management of plantations dedicated to that purpose.

These carbon plantations are not subject to harvesting and may be left in place for 70 years. The accumulated carbon dioxide in these plantations is 'traded' with entities that have an obligation to reduce their greenhouse gas emissions profile (such as vehicle manufactures and petroleum companies). Carbon dioxide sequestered by these plantations needs to be certified under the National Carbon Offset Standard of the Commonwealth Government Department of Environment and Energy.

The environmental benefits of such plantations include lowering of water tables (and salinity levels), improved biodiversity (including habitat linkages), improved soil conservation and reduced sediment loads in waterways. Also from a local government perspective, additional road construction and maintenance is not required as the plantation may never be harvested.

However, carbon plantations do generate areas of concern particularly from a local government perspective. After the initial planting and other than annual firebreak maintenance, nothing is returned to the local community. There is essentially no production of food from the land which once was carrying livestock and/or being used for cropping. There is the real potential that extensive areas planted to carbon plantations exacerbate population drift and rural re-population.

However, at this stage the Shire has not taken a position in regard to limiting or controlling carbon plantations as a land use, this policy governs plantations that are harvested such as Blue Gum and pine plantations.

The active management of plantations is critical to ensure that fire, weed and vermin issues are kept to a manageable level. These matters (and others) are addressed by the Code of Practice for Timber Plantations in Western Australia.

Farm Forestry and Agroforestry operations are defined as 'Tree Farm' by the Scheme. A 'Tree Farm' is a permitted land use in the "Rural" zone. The Scheme requires Development Approval to be granted by the Local Government prior to the establishment of a plantation.

#### Definitions

For the purposes of this Policy, the following definitions apply:

**“Agroforestry”** - Land used commercially for tree production and agriculture where trees are planted in blocks of more than one hectare.

**“Farm Forestry”** - Any commercial tree production on farmland.

**“Plantation”** - A stand of trees of 10 hectares, or larger, that has been established by sowing or planting of either native or exotic tree species selected and managed intensively for their commercial and environmental value. A plantation includes roads, tracks, firebreaks and small areas of native vegetation surrounded by plantations. Implicit in this definition is the recognition that plantations will be harvested.

**“Plantation Management Plan”** - A plan that details the establishment and tending procedures for a plantation in a manner consistent with Part A of Appendix 1 of the Code of Practice for Timber Plantations in Western Australia; Protocols for management Plans.

**“Transport Strategy”** - A plan and/or agreement outlining the transport arrangements related to the subject property and the surrounding local and district road system for transporting harvested or processed product from the site of production prepared in a manner consistent with Part B of Appendix 1 and Appendix 2 of the Code of Practice for Timber Plantations in Western Australia; Plantation Timber Haulage Notification to Local Governments.

### **Local Planning Policy No.9 - Requirements**

#### **Exemptions from Development Approval**

Nil

#### **General Requirements**

- a. In assessing an Application for Development Approval that proposes a Plantation, Council is to have regard to the Development Control Provisions of this Policy and the following criteria as appropriate:
  - i) the provisions of the Code of Practice for Timber Plantations in Western Australia, as amended;
  - ii) the need to encourage farm forestry in locations where it is significant to the State, regional and local economies;
  - iii) the benefits of farm forestry in addressing land degradation, including soil erosion, water logging and salinity;
  - iv) the role of farm forestry in protecting water quality and preventing adverse effects on groundwater recharge;
  - v) Any loss of high quality, productive agricultural land;
  - vi) the impact on the natural environment and on visual amenity; and
  - vii) the compatibility of farm forestry with adjacent land uses.
- b. Compliance with the Code of Practice for Timber Plantations in Western Australia (as amended) is required. The Code of Practice for Timber Plantations in WA (‘the Code’) which sets out goals and guidelines for specific areas, including management plans, planning and design, plantation roads, weed and pest control, waterway protection, drainage, harvesting, fire prevention and control, research and development, safety and

investment. All plantation applications will be required to meet the minimum standards as outlined in the Code of Practice. All applications will be assessed having regard for the general principles of the Code.

- c. The preparation and submission of a Plantation Management Plan to accompany applications in accordance with the protocol of the Code of Practice for Timber Plantations in Western Australia (as amended) (Code of Practice). Appendix 1 of the Code of Practice provides a detailed description of matters to be addressed so will not be replicated in this policy (e.g.. establishment and maintenance plan, fire management plan, weed control, vermin and insect control, planting details, native vegetation management etc).
- d. The preparation and submission of a Transport Strategy as part of the Application for Development Approval. The Transport Strategy is to include the following information:
  - i) Area of land to be planted to trees and subsequently to be harvested;
  - ii) Anticipated season/s and year/s of harvest;
  - iii) Anticipated tonnage of product at harvest;
  - iv) Whether trucked product is likely to be in the form of logs or chips or other;
  - v) Anticipated haul routes on local and district roads;
  - vi) Proposed destination of haulage; and
  - vii) Proposals for upgrading/rehabilitation or making financial contribution towards the upgrading/ rehabilitation of the local and district road system.

The Transport Strategy is to be updated and presented to the Local Government for final approval a minimum of eighteen (18) months prior to harvesting commencing.

- e. The Local Government may require a report on the general pre-condition of the main haulage roads and payment of a bond to cover any potential road damage.
- f. The Local Government will require the preparation and submission of a Fire Management Plan as part of the Application for Development Approval. The Fire Management Plan is to be prepared by an experienced fire professional in accordance with the Guidelines for Plantation Fire Protection, as amended.
- g. In order to reduce the potential for conflict between farm forestry practices and areas of sensitive land uses, Council will not approve the development of Tree Farms within:
  - i) 500m of the Townsites of Hopetoun, Munglinup and Ravensthorpe.
  - ii) 250m of the Townsite of Jerdacuttup.
  - iii) 500m of areas zoned 'Rural Residential'.
  - iv) 250m of areas zoned 'Rural Small Holding'.

Notwithstanding the separation distances stated above, Council may consider reducing the separation distance where it can be demonstrated that the planting of trees closer to sensitive land uses will address pre-existing environmental damage, such as salinity.

The proponent is to demonstrate in this case that the plantation can be operated without adverse impact on the amenity of residents in the adjoining areas.

- h. All plantations shall be setback:
- i) 50 metres for permanent water or greater ephemeral streams (intermittent);
  - ii) 30 metres for ephemeral streams and margins of water supply Variation to these setbacks can be considered following referral to the department of Water for advice.
- i. Agency referrals.
- i) Where a property subject to an Application for the establishment of a Tree Farm adjoins land managed by the Department of Biodiversity Conservation and Attractions as part of a designated Nature Reserve, Conservation Area or National Park, the Application is to be referred for comment to the Department.
  - ii) Applications that use Main Roads WA controlled highways for access will be referred to Main Roads for comment.
  - iii) Applications in close proximity to waterways will be referred to the Department of Water and Environmental Regulation for comment prior to determination.

Document Control Box							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>							
<b>Industry:</b>	Residential Design Codes of WA						
<b>Organisational:</b>	Shire of Ravensthorpe Local Planning Scheme No.6 Shire of Ravensthorpe Local Planning Strategy						
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2022	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>		<b>Description</b>				
1.	OCM 20/12/18 – Item 10.2.1		Major Revision to Planning Scheme Policies				
2.							

## LPP10 Holiday Houses

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### Policy Objective

The objectives of this Policy are:

- To establish clear guidelines for the short stay use of holiday houses for tourism accommodation.
- To ensure that the predominant residential nature and character of neighbourhoods is retained.
- To minimise negative impacts of holiday homes on the amenity of adjoining residents.
- To encourage the provision of good quality, well managed holiday houses.

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### Policy

#### Background

Holiday houses are private residential dwellings that are leased out for short term accommodation for a period not exceeding three (3) months. Holiday homes are a small but growing aspect of the tourism industry in the Shire of Ravensthorpe and have long been an important part of local and Western Australian lifestyle and culture.

The informal development of this section of the tourist accommodation market has meant that holiday homes have so far operated with minimal regulation, resulting in an uncertain legal & insurance environment, issues of inequity with other service providers and increased potential for land use conflict. Community concerns about holiday homes often relate to the behaviour of tenants, rather than being associated with the use per se. In addition there has been concern that some holiday homes are not maintained to a satisfactory standard, which in turn reflects negatively on the Shire's tourism industry.

The Western Australian Planning Commission (WAPC) has prepared Planning Bulletin 99 - 'Holiday Homes Guidelines' that sets out the WAPC's position in relation to the planning and regulation of holiday homes in Western Australia. The bulletin provides guidance to local governments when dealing with issues associated with holiday homes in the local government planning framework. This policy is consistent with the recommendations of this Bulletin.

The Shire of Ravensthorpe Local Planning Scheme No.6 (the Scheme) lists 'holiday home' as an 'A' use in the 'Residential', 'Rural Townsite', 'Mixed Use', 'Rural' and 'Rural Residential' zones.

#### Definitions

**'holiday house'** means a single dwelling on one lot used to provide short term accommodation but does not include a bed and breakfast;

**'short term accommodation'** means temporary accommodation provided either continuously or from time to time with no guest accommodated for periods totalling more than 3 months in any 12 month period.



**'Holiday home'** means a single house, which might also be used for short stay accommodation for no more than twelve people (but does not include a bed and breakfast, guesthouse, chalet and short stay accommodation unit).

**'Short stay'** means that no person is to stay for more than three months in any 12 month period.

**'Property Manager'** means a person or company responsible for the day to day administration of the holiday home and may be the landowner.

## **Local Planning Policy No.1 - Requirements**

### **Exemptions from Development Approval**

This policy does not apply to houses used by absentee landowners for their own holidays but only to houses rented out for commercial gain.

### **General Requirements**

- a. Holiday homes are generally considered an acceptable land use where permitted in Clause 3.2 of the Scheme, subject to appropriate management measures being put in place.
- b. Where development is proposed to be located within a bushfire prone area a Bushfire Attack Level Assessment must be prepared and lodged with a development application unless the development is subject to the BAL Contour Plan over Ravensthorpe and Hopetoun Townsites and a template for lodging Bushfire Management Plans as referenced in LPP11-Development in Bushfire Prone Areas.
- c. Where a Bushfire Attack Level Assessment of BAL-40 and BAL-Flame Zone applies and the rating cannot be reduced it is considered inappropriate for a Holiday Home land use and an application for development approval will be refused.
- d. The holiday home may only be rented for a maximum period of three (3) months to any one person in any twelve (12) month period.
- e. Car parking bays are to be provided on-site at a rate of one bay per two adults accommodated.
- f. The applicant is to provide a copy of the approved Property Management Plan to adjoining landowners/occupiers as identified by the Shire.
- g. On-site holiday home signage is not permitted with the exception of a 0.2m<sup>2</sup> nameplate (i.e. identifies the name of holiday home if relevant).
- h. Business Directional Signs are not permitted for holiday homes.
- i. The use of grouped or multiple dwellings will generally not be supported for holiday home accommodation given the potential impacts on adjoining residents, unless all owners/strata owners or the body corporate are in agreement.

### **Special Application Requirements**

- a. A Property Management Plan is required to be submitted and approved by the Shire. Matters that need to be addressed in the Property Management Plan include:
  - (i) Details of the appointed property manager;
  - (ii) Details of the maximum number of adults to be accommodated at any one time.

- (iii) Details of how bookings are to be made;
- (iv) Duties of the property manager;
- (v) In relation to the appointment of a Property Manager, the following is applicable:
  - is a person/company that will have day-to-day management of the holiday home; and
  - will specifically respond to complaints pertaining to guest behaviour made before 1am within a two hour timeframe; and
  - in relation to any other complaints will respond, within a reasonable timeframe but in any event within 24 hours.
- (vi) Fire and emergency plan arrangements (i.e. location of smoke alarms, fire blankets, exit lighting, fire extinguishers, external taps/garden hoses, a fire evacuation route leading to the nearest main road and emergency information details); and
- (vii) A Code of Conduct for guests.

#### **Renewal & Approval Period**

- a. All initial development approvals for holiday homes shall be granted for a one year period unless the local government determines otherwise.
- b. In determining an application for renewal, the Shire will consider the nature of any comments made regarding the operation of the activity and any other information available relating to the adverse impact of the activity on the amenity of neighbours and surrounding area.
- c. Where complaints have been made, issues relating to impact on amenity have been verified or other non-compliance with the planning development approval has occurred, approval of the renewal application is unlikely to be granted.
- d. Where the Shire is satisfied that the holiday home has been appropriately managed an approval of the renewal application ~~for a period of up to three years~~ may be granted.

#### **Note:**

Property Managers are fully responsible for the holiday home and to ensure there is minimal impact on the amenity of neighbouring properties. This provides a degree of certainty to operators, while also enabling the Shire flexibility to terminate approval of non-compliant operators, particularly where valid complaints are received, conditions of approval are not being complied with and/or there are concerns relating to the holiday home operations.

<b>Document Control Box</b>							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>							
<b>Industry:</b>							
<b>Organisational:</b>	Shire of Ravensthorpe Local Planning Scheme No.6 Shire of Ravensthorpe Local Planning Strategy						
<b>Document Management:</b> Holiday Home Property Management Plan Holiday Home Date: Fire and Emergency Plan Holiday Home Code of Conduct							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2022	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>		<b>Description</b>				
1.	OCM 20/12/18 – Item 10.2.1		Major Revision to Planning Scheme Policies				
2.							

## LPP11 Development in Bushfire Prone Areas

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### Policy Objective

The purpose of this Policy is to:

- a) Adopt and apply BAL Contour Plans for the townsites Ravensthorpe and Hopetoun in order to assign a Bushfire Attack Level (BAL) rating to the residential areas within these townsites.
- b) Clarify and streamline the development process for residential development in bushfire prone areas zoned Rural, Rural Residential and Rural Small Holdings by providing a Bushfire Management Statement template.

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### Policy

#### Background

Large areas of the Shire of Ravensthorpe are prone to bushfires due to topography, vegetation and climate. In 2015 the state government released a suite of reforms in response to the Keelty Report 2011 that apply across the state and elevate bush fire issues to the highest level of planning policy.

The Department of Fire and Emergency Services (DFES), Building Commission and Western Australian Planning Commission (WAPC) collectively released a Bushfire Policy Framework which includes:

- State Planning Policy 3.7 'Planning in Bushfire Prone Areas';
- Amendments to Planning Regulations;
- Amendments to Building Regulations;
- An order by the Fire & Emergency Services Commissioner designating bushfire prone areas;
- Published the Map of Bushfire Prone areas; and
- Published the Guidelines for Planning in Bushfire Prone Areas

The intention of this policy framework is to "implement effective, risk-based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure."

The recent release of this policy framework has increased the level of complexity when lodging development applications. The majority of landowners and developers in the Shire of Ravensthorpe are 'owner builders' or reasonably unfamiliar with the development process and requirements.

Additionally, the townsites are remote to professional services, any service usually comes with considerable travel costs added. Large areas of the townsites are required to prepare a BAL Assessment being identified as 'bushfire prone' by the recently released State-wide Bushfire Prone mapping.

This policy seeks to aid applicants in preparing information for lodging development applications by providing a BAL Contour Plan over Ravensthorpe and Hopetoun Townsites and a template for lodging Bushfire Management Plans.

### **Scheme Requirements**

Regulation 10A of the Planning Regulations 'Deemed Provisions' require planning development approval for all development within a designated bushfire prone area; except lots less than 1100m<sup>2</sup>.

The Scheme then requires that Council have 'due regard' for State Planning Policy 3.7 and the Guidelines for Planning in Bushfire Prone Area when determining development applications in bushfire prone areas.

Therefore, this policy is to be read in conjunction with:

- The Deemed Provisions contained in the Planning and Development (Local Planning Schemes) Amendment Regulations 2015, which form part of every local planning scheme;
- Where relevant, any supplementary provisions of a scheme;
- State Planning Policy 3.7 and the supporting Guidelines; and
- Australian Standard 3959: Construction of buildings in bushfire-prone areas.

Importantly, this policy compliments the above requirements only and does not supersede any other requirement of this policy framework. It seeks to streamline, add clarity and consistency to the requirements of the abovementioned documents when applied in the Shire of Ravensthorpe.

### **Definitions**

These definitions are largely from State Planning Policy 3.7 and apply in the context of SPP 3.7, the Guidelines and this policy.

**'AS 3959'**: Australian Standard 3959 Construction of Buildings in Bushfire-Prone Areas.

**'BAL'**: Bushfire Attack Level (BAL) as set out in the Australian Standard 3959 Construction of Buildings in Bushfire-Prone Areas (AS 3959), as referenced in the Building Code of Australia (as amended).

**'BAL Assessment'**: An assessment prepared in a manner and form set out in AS 3959 to determine a BAL. It is required that BAL assessments are prepared by accredited Level 1 BAL Assessors.

**'BAL Contour Map'**: A BAL Contour Map is a scale map of the subject lot/s illustrating the potential radiant heat impacts and associated indicative BAL ratings in reference to any classified vegetation remaining within 100 metres of the assessment area after the development is complete. The intent of the BAL Contour Map is to identify land suitable for development based on the indicative BAL rating.

**'Bushfire Policy Framework'**: The collective term for the package of requirements released in December 2015 that guide development in bushfire prone areas. These documents include:

- State Planning Policy 3.7 'Planning in Bushfire Prone Areas';
- Amendments to Planning Regulations;
- Amendments to Building Regulations;
- An order by the Fire & Emergency Services Commissioner designating bushfire prone areas;
- Published the Map of Bushfire Prone areas; and
- Published the Guidelines for Planning in Bushfire Prone Areas

**‘Bushfire Protection Criteria’:** means Appendix Four of the Planning for Bushfire Risk Management Guidelines (2015).

**‘Bushfire Management Plan’:** means a plan which sets out the proposed fire mitigation measures for land. It is normally required to comply with the Bushfire Protection Criteria (Appendix 4 & 5 of the Bushfire Risk Management Guidelines). A bushfire management plan or bushfire management plan is to be prepared by a person with expertise in fire management planning who is preferably accredited under the national BPAD scheme.

**‘Bushfire Management Statement’:** means a statement prepared by an experienced person or BAL Assessor that demonstrates how a development proposal complies with the ‘acceptable solutions’ listed in Appendix 4 of the Bushfire Risk Management Guidelines and this Policy.

## **General Requirements**

### **Local Planning Policy No.11 - Requirements**

#### **Exemptions from Development Approval**

There are no exemptions; all development in bushfire prone areas require assessment against the Bushfire Policy Framework, including this policy.

#### **BAL Contour Plan**

1. The Shire of Ravensthorpe has prepared a BAL Contour Plan for the townsites of Ravensthorpe and Hopetoun (2 Townsites BAL Contour Plans). This Plan and report apply a BAL rating to all properties capable of residential development. It is to be applied in the context of the WAPC’s ‘Bushfire Policy Framework’.
2. The BAL Contour Plan applies BAL ratings to those areas designated bushfire prone.
3. An applicant can choose to prepare their own BAL Assessment should they chose to not accept the BAL Contour Plan recommended BAL rating. This must be prepared by a suitably accredited fire consultant.
4. [The BAL Contour Plans will be reviewed in order to respond to any townsite mitigation actions completed.](#)
- ~~4. The BAL Contour Plans will be reviewed annually in order to respond to any townsite mitigation actions completed in the previous year.~~
5. The BAL Contour Plans are not applicable to strategic planning proposals and subdivisions.

#### **Bushfire Management Statement**

That development applications on land zoned ‘Rural’, ‘Rural Residential’, Residential’ or ‘Rural Small Holdings’ in the Study Area are to be accompanied by:

- A. A BAL Assessment prepared by an accredited person.
- B. A Bushfire Management Statement prepared by as experienced bushfire practitioner that addresses the matters listed in the template provided at Appendix 1 of this policy.

These measures include:

**“Essential”:**

- i) Define the proposed Building Envelope (where applicable)
- ii) Incorporate findings of BAL Assessment including:
  - House constructed to AS3959 - "Construction of Buildings in Bushfire Prone Areas";
  - Distance to classified vegetation; and
  - Attach a copy of BAL Assessment as an appendix.
- iii) Asset Protection Zone (APZ) -minimum of 20m wide managed to the standard described at Element 2, Appendix 1 of the Guidelines for Planning in Bushfire Probe Areas.
- iv) Council may consider a lesser width APZ where there are environmental, topographical, visual amenity or erosion issues. In all cases the minimum width of the APZ must allow the house to achieve a BAL-29 rating.
- v) Driveway maintained at a trafficable standard at all times. The driveway is to have a minimum trafficable surface of 4m, horizontal clearance of 6m, vertical clearance of 4.5m and maximum grade of 1 in 10.
- vi) An emergency services vehicle turnaround within 50m of the dwelling (three point or circular).
- vii) Dedicated water supply of 10,000L accessible from the driveway or turnaround and provided with a 50mm male camlock fitting.
- viii) Fire Breaks (as appropriate).
- ix) Sheds located at least 6m from the house or assessed as part of the house and a BAL rating applied as appropriate.
- x) Fences and sheds within the APZ are constructed of non-combustible materials; and
- xi) Avoid areas of Kwongkan Shrubland.

**“Desirable/Complimentary”:**

- Use a simple house design to reduce wind turbulence around house;
- Method for managing vegetation on balance of property;
- Secondary access points through neighbouring property, developed in conjunction with neighbouring landowner;
- Sprinkler Systems; and
- Fire Bunkers.

Note: Where any 'essential' element of the Bushfire Management Statement cannot be complied with a full Bushfire Management Plan shall be prepared by an appropriately accredited fire consultant.

<b>Document Control Box</b>							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	Regulation 10A of the Planning Regulations 'Deemed Provisions' Planning and Development (Local Planning Schemes) Amendment Regulations 2015.						
<b>Industry:</b>							
<b>Organisational:</b>	Shire of Ravensthorpe Local Planning Scheme No.6 Shire of Ravensthorpe Local Planning Strategy						
<b>Document Management:</b> Bushfire Management Statement Template							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2022	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>		<b>Description</b>				
1.	OCM 20/12/18 – Item 10.2.1		Major Revision to Planning Scheme Policies				
2.							



**ATTACHMENT**



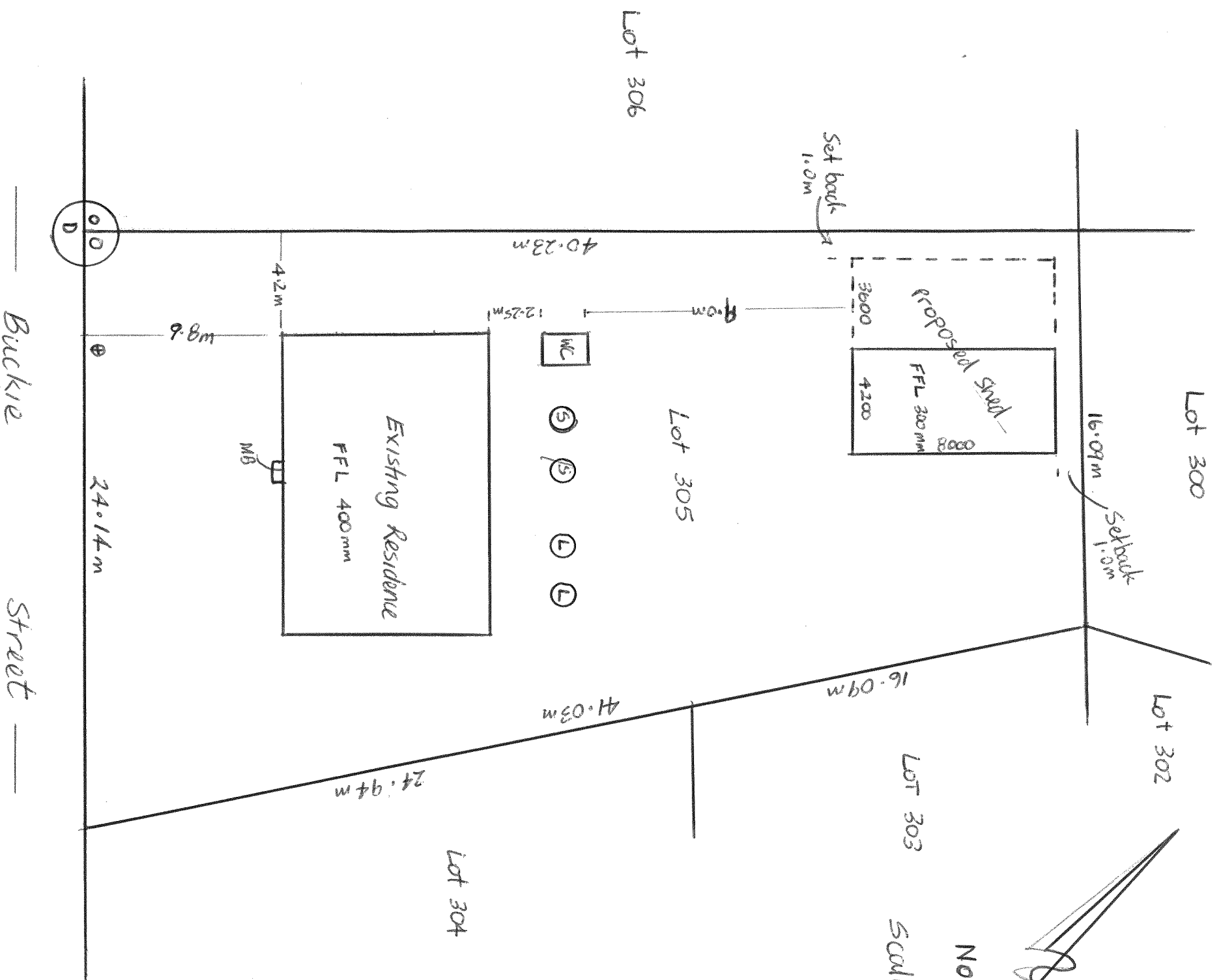
**Site Location:**

Geographic coordinates of

-33.94419,120.13033

Generally described as:

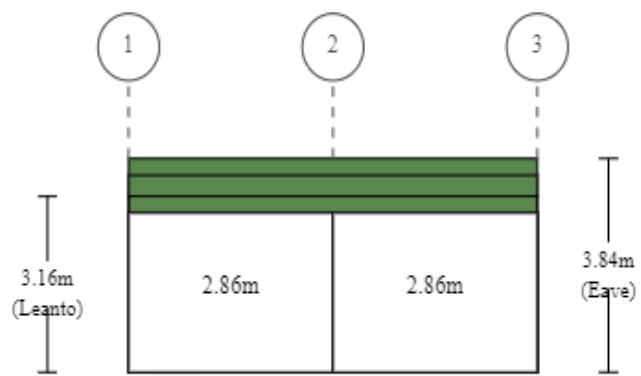
33 Buckie Street Hopetoun WA 6348



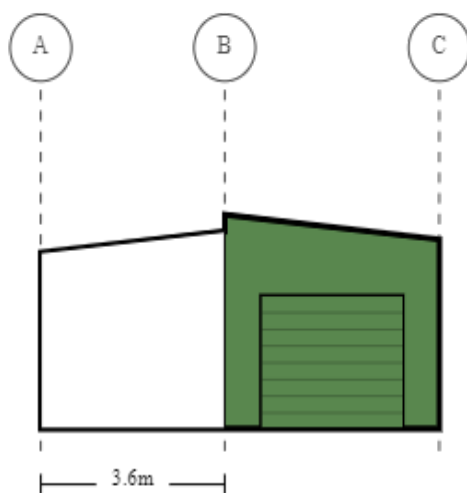
- Legend
- ⊕ Water meter
  - Ⓢ Septic Tank
  - Ⓛ Leach Tank
  - Ⓣ Datum 0.0mm
  - Ⓜ Power Meter Box

**SITE PLAN**

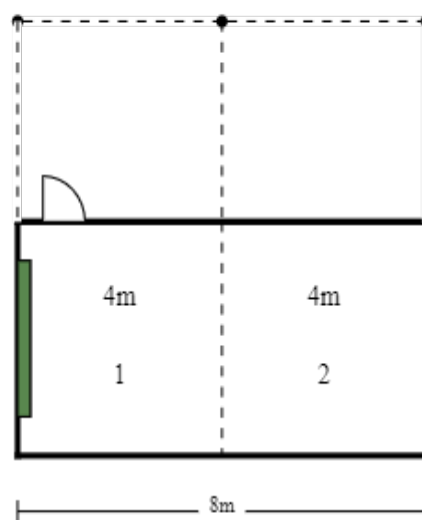
Property Address	33 Buckle Street HOPETOUN WA 6348
Owner:	RJ & RJ Stocker
Address:	P.O BOX 176 NEWGATE 6355
Phone:	0418 932 746



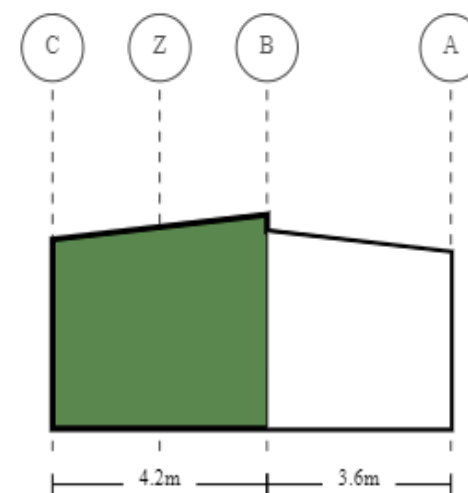
Left Side



Left End



Right Side



Right End



Purchaser Name: Ray Stocker

Site Address: 33 Buckie Street Hopetoun WA 6348 Australia

Drawing # WSS202104 - 3

Print Date: 24/07/20

**Layout**  
**NOT FOR CONSTRUCTION**  
 Not to Scale  
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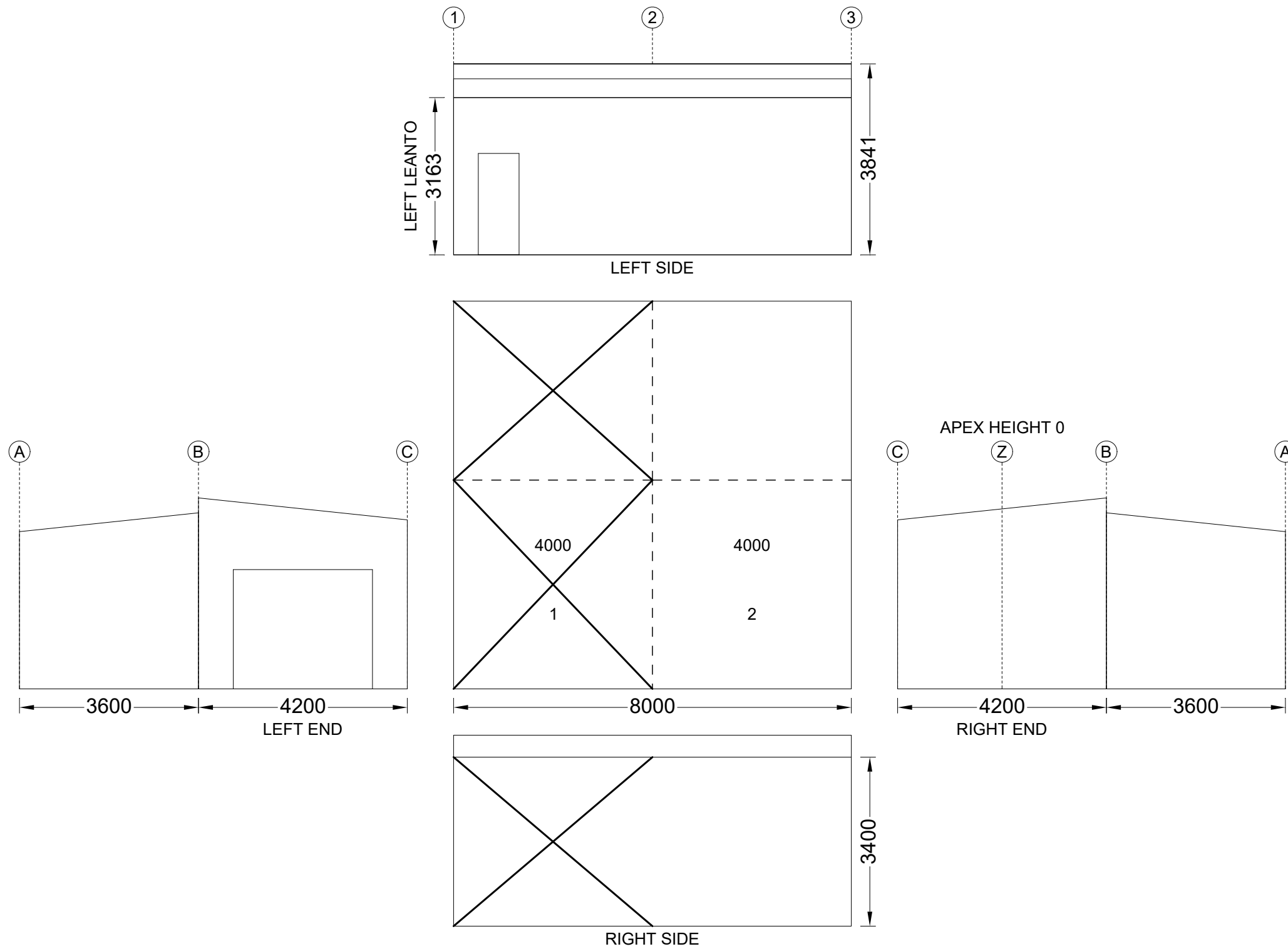
Seller:  
 Wide Span Sheds Pty Ltd  
 Phone: 07 5657 8888  
 Fax: 07 5657 8899  
 Email: admin@sheds.com.au

TNC ENGINEERING PTY LTD  
 ACN: 610 855 260  
 ME Aust. (Registered NER Structural & Civil) 2741240  
 QLD : RPEQ No. 13750; VIC : EC44684; TAS : CC6968; N.T : 225521ES;  
 Practising Professional Structural & Civil Engineers

Signature:  R. Nancarrow  
 Date: 24/07/20



Cross Bracing is achieved with 1.2mm Strap. Refer to Connection Details.



Revision	Date	Initial	Purchaser Name: Ray Stocker	
			Site Address: 33 Buckie Street Hopetoun WA 6348 Australia	
			Drawing # WSS202104 - 5	Print Date: 24/07/2020

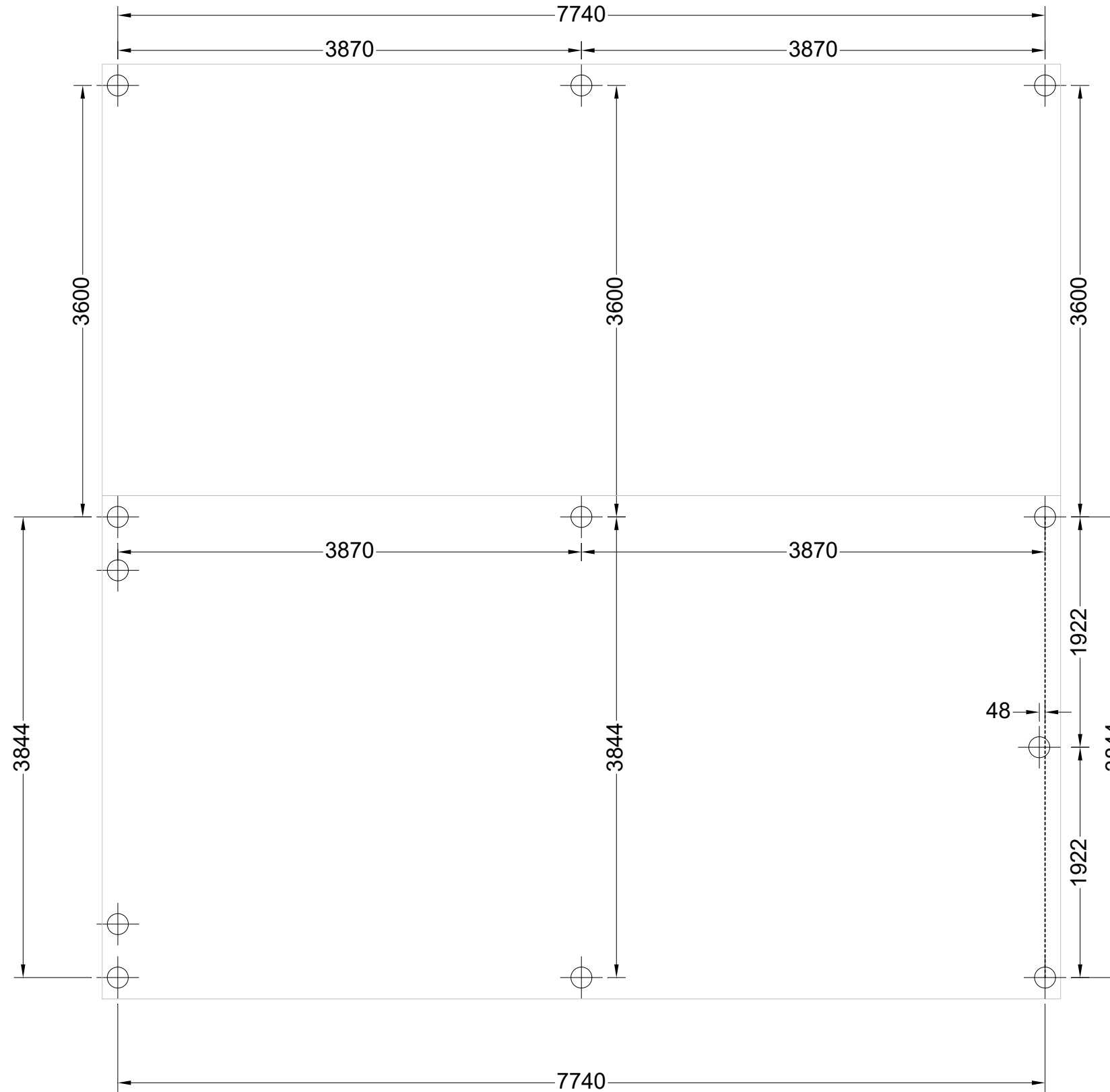
**Bracing**  
 NOT FOR CONSTRUCTION  
 NOT TO SCALE  
 Page 1 of 1  
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Seller:  
 Name: Wide Span Sheds Pty Ltd  
 Phone: 07 5657 8888  
 Fax: 07 5657 8899  
 Email: admin@sheds.com.au

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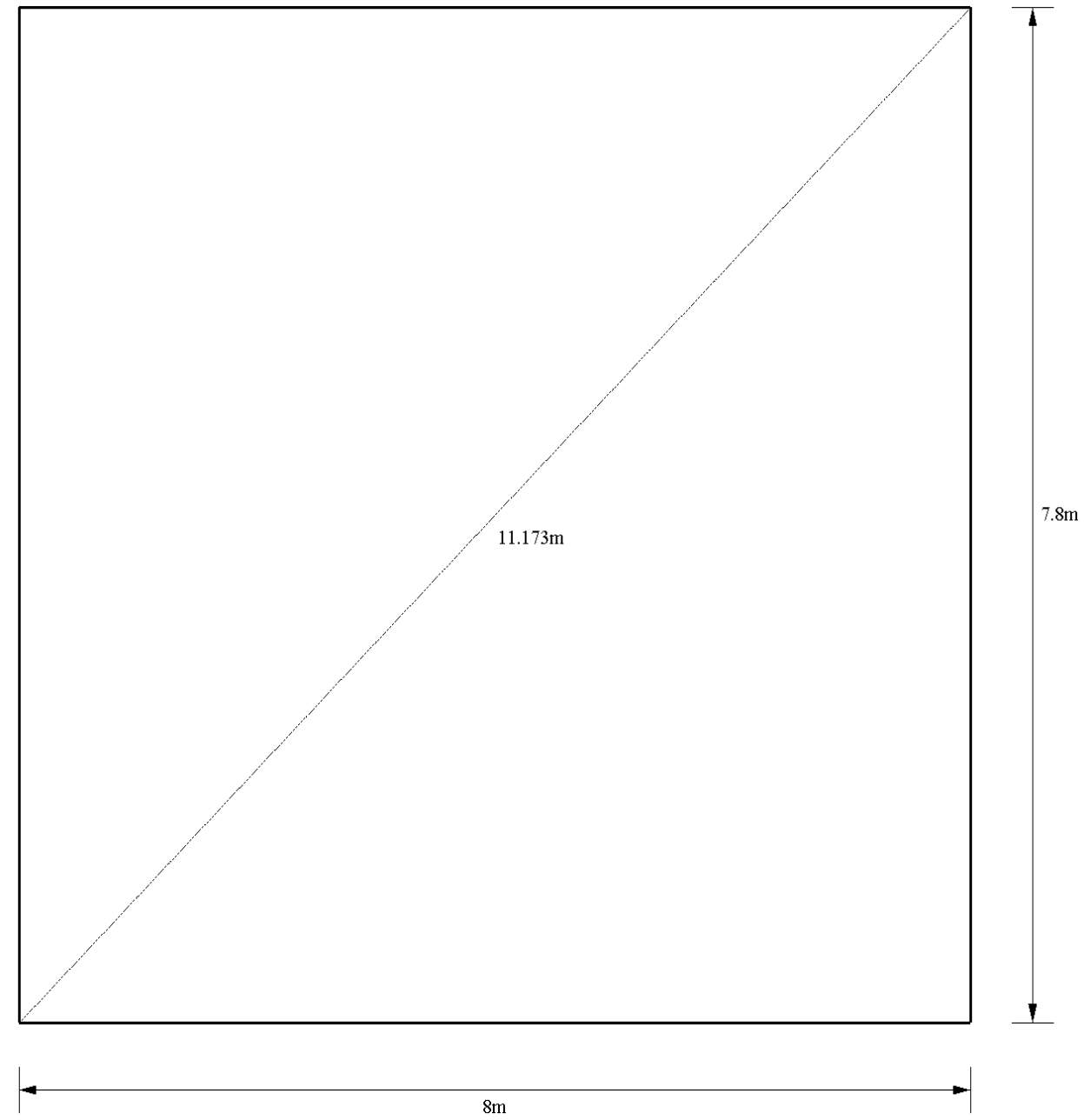
Signature: *R. Nancarrow*      R. Nancarrow  
 Date: 24/07/20

These dimensions are provided as a guide only. It is the responsibility of the concreter to confirm that all dimensions are correct.  
Refer to Specification Plan for pier size details.



Revision	Date	Initial	Purchaser Name: Ray Stocker		<b>Concrete Piers</b> PIER MEASUREMENT ONLY. NOT FOR CONSTRUCTION NOT TO SCALE Page 1 of 1 ©Copyright Steelx IP Pty Ltd	Seller:		<b>TNC ENGINEERING PTY LTD</b> ACN: 610 855 260 MIE Aust. (Registered NER Structural & Civil) 2741240 QLD : RPEQ No. 13750; VIC : EC44684; TAS : CC6968; N.T : 225521ES; Practising Professional Structural & Civil Engineers	
			Site Address: 33 Buckie Street Hopetoun WA 6348 Australia			Name: Wide Span Sheds Pty Ltd			Signature:  R. Nancarrow
			Drawing # WSS202104 - 6			Phone: 07 5657 8888			
			Print Date: 24/07/2020			Fax: 07 5657 8899			
					Email: admin@sheds.com.au		Date: 24/07/20		

These dimensions are provided as a guide only. It is the responsibility of the concreter to confirm that all dimensions are correct.



Purchaser Name: Ray Stocker

Site Address: 33 Buckie Street Hopetoun WA 6348 Australia

Drawing # WSS202104 - 7

Print Date: 24/07/20

**Slab Dimensions**  
**Also refer to Concrete Piers Plan. NOT FOR CONSTRUCTION**  
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Fax 07 5657 8899  
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QLD : RPEQ No. 13750; VIC : EC44684; TAS : CC6968; N.T : 225521ES;  
Practising Professional Structural & Civil Engineers

Signature:  R. Nancarrow  
Date: 24/07/20